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# Example of Doc Specialist Job Description

Our company is searching for experienced candidates for the position of doc specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for doc specialist

* Disseminate media materials to National Committees, Country Offices, Regional Offices and Senior Management in a timely manner
* Advise Country & Regional Offices on strategies to draw attention to ongoing emergencies
* Develop and maintain strong working relationships with key media organizations, editors and journalist covering emergencies stories
* Plan and organise press conferences as needed
* Supervise the day-to-day work of press officers working on emergencies
* Prepare internal documents to assist in responding to media queries
* An advanced university degree (Master’s or higher) in Communication, Journalism, Public Relations or a related discipline (A first University Degree in a relevant field combined with 2 additional years of professional experience may be accepted in lieu of an Advanced University Degree)
* A minimum of 8 years of relevant professional experience in information/communications or media relations field, at least four (4) of which should be in an international setting
* Knowledge of international media, good understanding of development issues, world affairs and current events
* Ability to handle multiple assignments with competing deadlines

## Qualifications for doc specialist

* Prepares loan documents that support the terms and conditions of the loan approval, resulting in the bank's ability to collect payment or liquidate collateral in case of default
* Reviews and analyzes pre-closing, loan documentation of standard loans to ensure compliance with approved underwriting guidelines, Company policies and regulatory standards of all states
* Participates in special projects and performs additional duties
* May lead to activities of Documentation Unit
* Serves as a mentor to other documentation specialists
* Minimum 1 year experience in a Loan Operations/Loan Processing/Branch environment