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# Example of Document Analyst Job Description

Our company is growing rapidly and is hiring for a document analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for document analyst

* Negotiate with and advise DAR customers on project scope and components to reach desired results
* Gathering information and performing analysis for document preparation, such as customer and guarantor corporate documents to determine proper legal names, authorized signatories, and board resolutions required to complete transaction documents
* Develops and maintains the systems, workflow and procedures that ensure the data and documents in SAP, Meridium, DMS, SmartPlant and others are accurate and current
* Provides administrative assistance on documents, procedures, drawings, vacation tracking, for the Maintenance & Reliability Department
* Serves as a resource to confirm services verifications and time entries
* Follows the Document Management strategy for the company along with the policies and procedures that address quality assurance, information standards, and regulations pertaining to Document Management
* Oversees retention activities through life cycle of organization's documentation from storage to disposal
* Works closely with customers of Maintenance & Reliability to promote ease of use and credibility of documentation
* Prepares and receives transmittals for incoming and outgoing documents
* Maintains the Technical Library for Maintenance & Reliability

## Qualifications for document analyst

* Bachelor’s Degree in Computer Science, job-related discipline or equivalent experience
* Experience with root cause analysis is a plus
* CQA or Auditing background is desired
* Training/teaching experience is a plus
* Strong communication and interpersonal skills are necessary
* Understanding of ISO 9001 standard and requirements is essential