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# Example of Document Analyst Job Description

Our growing company is looking for a document analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for document analyst

* Communicates concerns and obstacles to success
* Catalog new and obsolete forms in the forms database
* Prepare exhibit folders for public hearings about MassHealth and EOHHS regulations
* Demonstrate strong analytical and project management skills in interpreting customer business needs translating them into application and operational requirements
* Implement system configurations for document management customers based upon the functional requirements documentation
* Troubleshoot and support custom and out-of-the-box solutions
* Review pertinent background information
* Consult with lab personnel, Purchasing, Vendors, Planning and Regulatory Affairs concerning actual procedures used and additional test requirements status of the material/product
* Rcommend appropriate procedures and tests be able to identify any missing pertinent information needed to create/revise test methods and specifications
* Perform critical reviews of the work of other technical writers in the group

## Qualifications for document analyst

* Working knowledge of HCM systems as a SME or Business Analyst
* High level of critical thinking/problem solving
* 2+ years with ECM software solutions
* Program management/project management experience/skillsets (entry to intermediate)
* Knowledge of PeopleSoft or other ERP system experience
* Highly innovative, fast learner, flexible, self-directed results-oriented person with a quality delivery focus