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# Example of Document Management Job Description

Our growing company is searching for experienced candidates for the position of document management. 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 document management

* Perform research into state related, provider, CARTS issues and/or vendor questions or problems
* Develop and train staff on job systems and functions
* Responsible for data collection and regular reporting, both internal and external
* Any other administrative functions as required
* Entering into ERP system bill of material (BOM) costing information (daily)
* Become familiar with 90+ fund companies in order to assist in the indexing of the incoming documentation
* Ability to recognize, index and push the document out to the workflow tool in a timely and accurate manner, ensuring the processor receives accurate information
* Manage incoming cheques or the cheque distribution process
* Research, recommend and implement efficiencies which will improve workflow or processes within the team
* As assigned, provide timely and accurate statistical reporting on image and workflow volumes and other statistics

## Qualifications for document management

* Claim processing or litigation support experience valued
* High school diploma or equivalent and 2 years related experience required
* Must analyze organizational needs and assist in the design, implementation and maintenance of flexible work teams
* Time, budget and task management experience (4+ years, see PM experience below)
* Bachelor’s Degree, Project Management certification
* Experience – 3-5 years’ experience of executing, running and managing information Management systems, electronic document management systems and associated processes for a complex programme of the size and scale of ESMCP