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# Example of Document Management Job Description

Our innovative and growing company is searching for experienced candidates for the position of document management. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for document management

* Making optimal use of Cirque's electronic document management system and its external document storage services
* Seeing to the proper protection of the company's interests, particularly through the preservation of the confidentiality of information processed
* Managing your sector's budget efficiently and responsibly
* Supporting and managing Talent (the team) under your responsibility
* Help your colleagues at IHQ (International Head Quarters) and anywhere else in the world to efficiently collaborate
* Provide guidance and direction to the team responsible for managing the pipeline of documents necessary for both Foreclosure document execution and claims final collateral documents (recorded mortgage and title policies)
* Ensure documents are received from external contacts in a timely manner, including those received from attorneys, closing agents, vendors and county recorders’ offices in order to satisfy investor and regulatory requirements
* Input data from final documents into the document management system
* Develop tracking mechanisms to feed management dashboards highlighting performance and areas for improvement
* Ensure adherence to internal service levels relating to customer service and processing timeframes

## Qualifications for document management

* Demonstrated excellent legal writing skills
* Strong supplier relationship management skills – ability to effectively influence suppliers to adopt and manage to disciplined execution standards / requirements, as an example of skills required (majority of EDM operations / cost managed by third parties)
* Operational risk management – identification and mitigation or risks, ensuring effective controls, , understands the need to be aware of and manage to regulatory requirements in ongoing operations
* Experience in design, construction, architecture, real estate development, or facilities management exposure
* Knowledge of data entry and research to resolution
* Minimum of 5 -7 years direct work experience required