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# Example of Document Review Specialist Job Description

Our innovative and growing company is hiring for a document review specialist. 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 review specialist

* Accurately archiving legal documentation against core, key and extended metadata to ensure future retrieval requests can be performed according to data points as necessary and regulatory reporting needs are met
* Manage high volume of loan collateral inventory
* Receive and audit new collateral document packages daily
* Log and track each collateral item
* File collateral
* Receive and process return collateral requests
* Work with internal and external account auditors
* Work with Relationship Managers
* Assist other areas of department and perform special projects as needed
* Obtains, monitors the upload of, reviews and indexes all applicable loan documentation

## Qualifications for document review specialist

* Documentation of Paralegal experience is a plus Detail oriented and methodical Excellent time management and organizational skills Proficiency in MS Office applications Strong teamwork and partnership ability
* Bachelor's degree in administration, commerce, management or any related field, or equivalent years of related experience
* Keenness and flexibility to work extended hours in strict environment
* The DRS will possess specialized skills to analyze complex information and make judgment calls with respect to Fiduciary
* Exposure to existing collateral tracking codes and procedures
* Knowledge of review processes and procedures preferred