



Example of Document Administrator Job Description

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Our growing company is looking to fill the role of document administrator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for document administrator

- Support Operations Manager with projects and strategic planning
- Will use the Supplier Request for Proposal electronic system to solicit all proposals for equipment, commodities and construction needs
- Will assist the buyers and commodity leaders to condition the supplier proposals to ensure they all evaluated on an equivalent basis prior to making award
- Ensure that contracts are properly executed to the buyers Delegation of Authority (DOA), and have appropriate signatures of additional DOA
- Send supplier qualification packages, maintain and update expired qualification records, and assist the AdvanSix organization in ensuring compliance needs are met
- Issue new documents and updates to relevant teams
- Communicate to all parties as documents are updated
- Ensure that correct documents and most up to date versions are in use at all times
- General administrative / secretarial support to the team including printing, scanning and emails
- Reception cover when required, including answering the switchboard and greeting visitors to the office

Qualifications for document administrator

- Knowledge of Digital Printing – mono, colour, workflows will be preferable
- Knowledge of Automated and Manual Insertion processes and equipment will

- The ability to effectively utilize IT systems and software work applications
- Ability to interact effectively with diverse groups within the organization
- Travel required (Domestic & International) as needed