



# Example of Document Administrator Job Description

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Our company is growing rapidly and is hiring for a document administrator. 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 administrator

- Grant access to the tools, build and publish basic reports, and provide the first line of troubleshooting as required
- Monitor and improve tool content as directed
- Support the development and publication of functional reports and literature as required
- Ensure that routine reports are updated and published / distributed as necessary
- Provide training and/or guidance on document management, and track corrective and preventative actions, conduct audits, coordinate change, other activities as assigned
- Work collaboratively and embrace the Alliance philosophy
- Communicate clearly and consistently, explain to others the different types and formats of internal and external documentation and the why the what
- Understand the implications of maintaining legal and contractual documentation
- Store all documentation in an auditable and retrievable state
- Understand the archive periods for all types of documentation

## Qualifications for document administrator

- Ability to work in a fast paced environment and meet deadlines and work standards

- Preferred three or more years of previous real estate loan administration experience or real estate paralegal experience
- Experience of Workflow coordination
- Precision and patience to work with details and routines
- Ability to work independently but also has good team work skills