



# Example of Document Administrator Job Description

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Our company is growing rapidly and is looking to fill the role of document administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for document administrator

- Launch of approval workflow
- Vendor Documents follow-up
- Communication channels set-up
- Protocol of correspondence
- Weighting structure set-up in accordance with standard document libraries
- Actuals progress and dates entry
- Forecast figure proposal (to project planner)
- Data interchange with project planner
- Reporting for engineering team
- Purchase Order upload in the tracking system

## Qualifications for document administrator

- Experience within the Construction Industry is highly desirable
- You must be IT literate with sound knowledge of Office 365
- Must possess a background in construction or engineering related work activities to understand the terminology used in the field and office environment
- Check of purchase order structure in accordance with Product Breakdown codes and delivery plan
- Vendor software environment set-up
- Training for internal and external project stake-holders