



Example of Document Administrator Job Description

Powered by www.VelvetJobs.com

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

- Preparing files for shipment to offsite retention warehouse
- Researching documents for final disposition
- Imaging/indexing documents and filing
- Accurately record the details of Tax forms / Self Certifications forms in the FATCA validation interface
- Assist with investor correspondence to ensure that FATCA deadlines are met
- Assist in producing FATCA reports for clients
- Control the identification, registration and distribution of all incoming and outgoing project documentation
- Ensure all controlled documents are issued under a transmittal
- Ensure the Transmittal Register is maintained and up to date
- Scanning and uploading of project documentation to client document management systems

Qualifications for document administrator

- Must be able to access documents from customer portals
- Able to assist source inspection with collecting required certifications, work orders or records to support customer source inspectors and DQRs
- Minimum of an Associate Degree and 2 years experience maintaining company records
- Experience in manufacturing environment, specifically a Machine Shop

- Assist Project Managers with preparation of Project Document Control reporting requirements, where necessary