



# Example of Document Associate Job Description

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Our innovative and growing company is hiring for a document associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for document associate

- Manage the creation/issuance of controlled forms, item numbers, batch records, DHFs, MHFs, log books, PM/CAL logs, document numbers, labels
- Directly supervise temps, interns, or contractors assisting with Doc Control or Technical Writing tasks
- Prepping documents by orienting, repairing and removing objects such as staples and paperclips from documents
- Create, maintain, and file commercial loans
- Communicate with Lenders, Private Client Groups, and Loan Administration team for pending information, documents, and original files
- Process monthly loan document exception report – follow up for pending documents
- Process and track Uniform Commercial Code financing statement (UCC1) filings
- Process commercial loan files for archiving
- Utilize the Records Management System (RMS) to manage hardcopy GMP documents submitted for retention and storage (both on-site and off-site)
- Processing and coordinating orders, receiving files, imaging files, image verification, delivery and shipping of documents

## Qualifications for document associate

- Minimum requirement is a HS Diploma
- Act as a primary resource for advice for all document production needs of the

litho/web printing digital print solutions Production Print Advice and Services Promotion

- Manage Business Unit relationships, working with and advising Business Unit document owners to meet document production needs in a cost effective manner -- If applicable, become active member of the Clients Form Committee
- Ensure that savings targets are met and recorded for various deliverables, where applicable Print Job Management
- Provide system administration for the forms management solution implemented for the client Forms/Document Design
- Provide forms creation and revision services