



Example of Document Coordinator Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of document coordinator. 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 coordinator

- Collaborate with the training managers and staff to ensure up-to-date training is obtained and properly documented
- Development and maintenance of program Standard Operating Procedures
- Develop technical memos and the completion Standard Operating Procedure revisions (to include all quick reference guides)
- Maintain all statewide asset inventories for such items as vehicle equipment, service disposables, uniforms, personal protective equipment, and IT hardware
- Implementation of site-specific inventory management processes
- Work closely with the Program Administrator, Training Managers, Site Operations Managers, and vendor suppliers in order to maintain accurate and accountable inventory records
- Maintain an electronic and hard copy record of every program deliverable for each site
- Respond to internal and client management requests for legacy program materials
- Other responsibilities as assigned by the Program Manager (or Deputy)
- RFI log maintenance and follow up

Qualifications for document coordinator

- Must be detail oriented and have attention to quality

- Previous experience in both computerized and manual document control management in a project environment
- You build constructive and effective relationships
- You have strong analytical and organizational skills and are able to work within tight deadlines
- Associate's degree from accredited college/university or equivalent experience