



Example of Document Coordinator Job Description

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Our innovative and growing company is hiring for a 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

- Job Folder Administration
- Sample ordering and coordination
- Open new project numbers
- Maintain programming spreadsheets
- Coordinate and attend project meetings, transcribe and distribute meeting notes
- Assist in preparing design presentations
- Assist in maintain project schedules
- Assist in the coordination of vendor presentations
- Maintaining complete and thorough project documentation and records
- Oversee the processes related to the drafting, approval, distribution and control of all OCI Quality System documentation, product labelling, promotional materials and advertising used in Canada

Qualifications for document coordinator

- 3-5 years of project coordination or administrative professional experience in an architecture or design firm
- Proficient in Prolog
- Able to work independently with minimal guidance, and a motivated self-starter
- Arrange for translation of external documents as required
- Maintain employee training matrix and learning plans associated with

- Review and control training materials for internal staff and external customers