



Example of Document Management Specialist Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is hiring for a document management specialist. 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 management specialist

- Expert in using MasterControl or any Electronic Documentation Management System (EDMS)
- Maintain the system current while doing quality checks from time to time
- Maintain a complete and accurate index of documents
- Maintain an existing list of personnel (Program staff and other Program associated offices and personnel) with office codes
- Assist the team in the daily operations and project coordination including expediting drawings, shipments
- Work closely with the project team to maintain and manage the project schedules
- Make basic project schedule updates to activities (i.e., durations, dates, calendars), adding resources, cost loading, adjusting budgeted and actual units, creating and adding codes, and producing reports and graphs
- Review sub-contractor project schedule submittals
- Assist in producing client weekly project tracking updates
- Administer document management system revision control to ensure the integrity of master documents

Qualifications for document management specialist

- Working knowledge of OpenText VIM

- Knowledge of security permissions, authorization objects, and roles within SAP
- You drive and carry out operational Records and Information/Document Management processes independently (data analysis, data maintenance, data migration, data research)
- You analyse existing processes and solution designs