



Document Management Specialist

SUMMARY

Design, installation, and training of customized document management and work flow solutions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Involved with client discovery process to determine the best document management and workflow solution to meet their needs
- Designs the document management database and workflow processes based on client needs
- Installs the document management and workflow software
- Provides training to end users
- Provides technical support/troubleshooting to existing clients
- Performs software upgrades to existing clients

EDUCATION and/or EXPERIENCE

College or University program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, and the general public.

MATHEMATICAL SKILLS

Ability to apply basic mathematical concepts and mathematical operations during problem solving.

REASONING ABILITY

Ability to solve practical and complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EMAIL RESUME

jobs@keeforce.com – Reference “Document Management Specialist” in the Subject line.