



Document Processor Job Description

Create and manage the Foundation's documents and central repository.

Duties:

Responsible for coordinating with all departments to ensure that all Foundation documents are well checked against organization standards and centrally stored.
Audit Foundation documents to ensure that all documents are properly submitted and filed. Particular attention should be paid to documents that have legal ramifications.
Other duties as assigned

Core Competencies:

Be proficient in: Word and Adobe Acrobat; working independently; good collaboration skills; ability to take and correctly interpret instructions; managing priorities and meeting deadlines; adjusting priorities; organization issues
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