

## Job Description

<b>Title: Document Control/Administrator</b>	<b>Status: Non-Exempt</b>
<b>Location: New Orleans, virtual</b>	<b>Hours: Full-time</b>
<b>Reports to: Document Controls Manager</b>	<b>Salary: Hourly</b>

### **About the Firm:**

Landmark Consulting LLC., is a program management and disaster recovery services firm founded in 1996. It has set a standard by garnering an outstanding performance history of managing disaster recovery programs for municipal agencies, educational institutions and private non-profits that frequently use government funds to finance infrastructure projects.

Our team of consultants and industry leading professionals has experience with applying for, administering and managing the following federal programs:

- Federal Emergency Management Agency (FEMA)
  - (FEMA) Public Assistance (PA) program
  - FEMA Hazard Mitigation Grant Program (HMGP) 404 and 406
  - Pre-Disaster Mitigation Grant Program (PDM)
  - Flood Mitigation Assistance Program (FMA)
- Federal Transportation Agency (FTA)
- Federal Aviation Agency (FAA)
- Community Development Block Grant (CDBG)
- USDA-NRCS Emergency Watershed Protection Program
- USACE Continuing Authorities Program

### **The Role:**

The Document Control/Administrator ensures effective control, distribution, traceability, retention and retrievability of hard copy and electronic documents for our clients (e.g., procedures, plans, manuals and contracts and) confidential records.

This role will ensure implementation of our records management system (i.e., receives, validates, processes, distributes, files and retrieves quality-related records), which contributes to efficient company operations, and audit preparedness. Ensures new and existing electronic documents are in accordance with established documentation procedures. Ensures any necessary internal process documentation is generated and executed in a timely manner.

### **Duties:**

- Diminish risk to clients and to Landmark Consulting by maintaining Document Control policies, procedures and forms within in our records management system
- Reviews and analyzes documents, making determination for proper filing

- Maintains a computer database/network for the control and distribution of documents
- Works with Controls Manager/ Compliance Lead to ensure data accuracy and compliance to prevent errors
- Tracks updates and runs reports on a monthly basis
- Works independently escalating unusual problems to the Controls Manager/ Compliance Lead
- Regularly meets with Controls Manager/ Compliance Lead to resolve issues, maintains timelines and plans in order to meet the company's needs in the area of document control
- Ensures the document control system is efficient and meeting all deadlines
- Maintains routine document control activities of document revision, batch record generation and label generation in support of the schedules
- Files within appropriate file system all client forms, records, reports, correspondence, or other important material. Searches for and retrieves information contained in files as requested
- Keeps all files current; Keeps records of material removed from files

**Other Duties as Assigned:**

This job description does not list all the duties of the job. The Document Control/Administrator may be asked by the Manager to perform other instructions and duties. The Document Control/Administrator will be evaluated in part based upon the performance of the tasks listed in this job description.

**Education, Experience and Skills Required:**

- High school degree or GED
- Professional certifications are a plus
- SharePoint training
- Three or more years of office support services, document management or any equivalent combination of education, training and experience in a professional services environment that demonstrates the ability to perform the duties of the position

- Strong writing skills including report writing, editing, and formatting
- Detailed oriented.
- Ability to meet deadlines and “self-manage” projects
- Well-developed interpersonal skills. Ability to get along well with diverse personalities; tactful, mature, and flexible
- Work independently and collaborate with team
- Ability to lead an assignment
- Ability to establish credibility and be decisive, but able to recognize and support the Management's preferences and priorities
- Strong analytical and reasoning abilities
- High energy level, comfortable performing multifaceted projects in conjunction with normal activities
- Proficient in Microsoft Office suite and all general office equipment
- Excellent written and verbal communication skills
- Strong organizational skills and the ability to prioritize
- Ability to multi-task.