

DOCUMENT ADMINISTRATOR - 5763

The Document Administrator will support the Legal Team by assisting with the process of document execution and management including obtaining signatures for documents, tracing insurance certificates and gathering, organizing, and managing the Company's documentation.

You will be responsible for verifying proper approvals for signature requests and obtaining signatures of authorized individuals. Be responsible for uploading documents to the **SharePoint** document management system, reviewing documents to identify basic metadata for "tagging" within **SharePoint**, assisting employees with requests for help finding documents, maintaining inventory of documents in offsite storage, and performing routine document management and retention duties.

You will work with various departments throughout the Company to ensure compliance with Company's Document Management Policy.

This position's hours are 9:00 AM to 6:00 PM.

DUTIES:

- Upon request for signature of a document, verify proper approvals have been obtained and obtain signature from an Authorized Signatory for the Company entity entering into the agreement
- Review documents and identify basic metadata, input same into SharePoint at the time document is uploaded.
- Assist with maintenance of log of insurance certificates for all active contractors
- Coordinate receipt of documentation from legal, development and operations personnel and from outside counsel.
- Scan and input documentation into databases, including indexing and archiving.
- Upon receipt of documentation from departments ensure authorized signatories signed the document; follow up with commercial team to obtain countersigned documents from counterparties.
- Keep track of versions of documents received and ensure current documents are uploaded to the SharePoint database.
- Collect and organize hard copy original documents
- Coordinate, manage and maintain inventory of documents in off-site storage.
- Liaise with external counsel to obtain closing documents.
- Assist with Closing activities and documentation, including management of signature pages.

QUALIFICATIONS:

BA degree or equivalent education.

3-5 years (or more) of document administration /management experience in a corporate environment.

Familiarity with various forms of complex business agreements, ability to read and identify key information from same.

SEND RESUME AS AN MS WORD ATTACHMENT TO diane@dmstone.com