

Document Management Specialist

Eugene Burger Management Corporation (EBMC) is a full service Real Estate Property Management company with its headquarters based in Rohnert Park, California that provides services throughout the Western United States. EBMC maintains 12 offices throughout California and Nevada, as well as managing staff at over 200 locations. The company is responsible for management of business documents of its clients and also for its own enterprises.

The company is seeking to employ a full time staff person to participate with other key personnel in the further development of company document management systems, implementation, training and maintenance of electronic document management throughout the company. Document management experience is a must. The position will be based at the headquarters in Rohnert Park and will include periodic travel to other company locations.

POSITION DUTIES AND RESPONSIBILITIES

- ✓ Implement electronic document processing, retrieval, and distribution systems in collaboration with teams of employees
- ✓ Administer document and system access rights and revision control
- ✓ Develop or configure document management system features, such as user interfaces, access profiles, and document workflow procedures
- ✓ Implement scanning or other automated data entry procedures, using imaging devices and document imaging software
- ✓ Operate data capture technology to import digitized documents into document management system
- ✓ Identify and classify documents or other electronic content according to characteristics such as security level, function, and metadata
- ✓ Consult with end users regarding issues with accessing electronic content
- ✓ Keep abreast of developments in document management technologies and techniques by reviewing current literature, talking with colleagues, participating in educational programs, attending meetings or workshops, or participating in professional organizations or conferences
- ✓ Monitor regulatory activity to maintain compliance with records and document management laws
- ✓ Assist in determining document management policies
- ✓ Develop, document, or maintain standards, best practices, or system usage procedures
- ✓ Prepare support documentation and training materials for end users of document management systems
- ✓ Propose recommendations for improving content management system capabilities

SPECIFIC KNOWLEDGE, SKILLS, AND QUALIFICATIONS

- Must have, at minimum, a high school diploma or equivalent
- Able to operate a personal computer and be proficient in Microsoft Office programs (Word, Excel, etc.)
- Familiar with document management and scanning software
- Able to operate standard office equipment, including fax machine, copier, telephone, scanner, etc.
- Able to be organized, flexible, adapt and respond to change, make decisions in stressful situations and prioritize tasks and projects
- Able to process information and apply common sense understanding to follow and carry out written or oral instructions
- Able to analyze, solve and respond to problems or concerns
- Able to read, write and speak the English language and to interact and communicate effectively with employees, supervisors, clients, customers, and vendors
- Must be highly motivated and able to work independently
- Must have experience managing projects

Send your resume to the e-mail address above. Please include a cover letter with a brief summary of your experience with electronic records, document management, and managing multiple projects with several stakeholders.

Compensation: \$20 - \$22 per hour