

Document Control Specialist

Illinois Housing Development Authority is looking for a Document Control Specialist within its Hardest Hit Fund Department. The incumbent will be responsible for the management, storage, and tracking of the Hardest Hit Fund documentation. This includes processing loan documents for online recordation; receiving, scanning, imaging, organizing, and preparing documents for custodial or offsite storage in accordance with record retention policies. Performing quality assurance reviews on certain program loan documents and communicating internally and with other third-parties to coordinate the requests or correction of documentation.

Must be highly organized and detail oriented. Must also have the ability to utilize multiple tracking systems, effectively perform quality assurance reviews, and create efficient workflows. Experience with document control is preferred.

Education & Experience Requirements:

- Undergraduate degree or an equivalent number of years of experience in document control required; a Document Control Specialist certification is preferred
- The ability to prioritize, manage time, multitask, and troubleshoot is needed
- Strong interpersonal communication and customer skills are essential
- Must be well-versed in Microsoft Office products; experience with SharePoint is preferred; advanced proficiency in Excel is required

Excellent benefits package, including 401 (k); immediate vesting.

To Apply: Submit resume to:

https://workforcenow.adp.com/jobs/apply/posting.html?client=ihda&jobId=187718&lang=en_US&source=CC560175

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