

# SC Staffing & Consulting

<https://www.sconconsultingllp.com/job/documentation-specialist/>

## Documentation Specialist

### Description

#### Job Summary

Our client is looking for a Documentation Specialist to work full-time remotely on a temporary basis. Assignments are approximately thirty to sixty days. To be considered candidates must have a laptop or desktop computer with access to Windows 10 and Internet access.

### Responsibilities

- Preparing the documentation, settlement and disbursement of approved grant or loan transactions.
- Role is to create Loan and Grant Agreements, and other required legal documents for each approved Application assigned.
- Send the appropriate documentation out to the Applicant for execution.
- Ensure documents are completed accurately.
- Route documents and request for Commerce's execution.
- Send final documents to the Applicant and complete workflow process.
- Input transactions into OFP's Portfol database.

### Qualifications

- Candidates should be well organized, detail oriented, self-motivated, team oriented, and able to work independently.
- Basic knowledge of loan documentation and an **aptitude for detailed work**.
- Proficiency with Google Mail, Google Docs, Adobe Acrobat, and/or other relevant software.

### Hiring organization

SC Staffing & Consulting

### Employment Type

Temporary, Full time

### Job Location

Remote work possible

### Date posted

May 11, 2020