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# Example of Document Control Clerk Job Description

Our company is growing rapidly and is looking for a document control clerk. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for document control clerk

* Adhere to all HIPAA regulations
* Other duties may be assigned as deemed necessary by the supervisor
* Majority of the administrative work will consist of standing, being on your feet while making copies and assembling documents
* Develop project workflows
* Back-up for courier
* Import RFI's from SharePoint to Teambinder
* Must have intermediate MS Office skills
* Document control background needed
* Experience in the Aerospace field a plus
* Undertake general office administration duties as required

## Qualifications for document control clerk

* High school graduation diploma or 1st year university
* General knowledge of records management principles including indexing and general subject classifications
* Working knowledge of standard software and/or basic equipment
* Construction management or engineering degree preferred
* High attention to detail, methodical and careful in the work
* Ability to adapt to different requirements on each project specification