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# Example of Document Control Clerk Job Description

Our innovative and growing company is looking to fill the role of document control clerk. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for document control clerk

* Preparing documents using P+W templates
* Upload Construction submittals, RFI’s & other documentation to the appropriate system
* Composes, types and issues routine correspondence
* Copies and distributes correspondence or other printed materials
* Perform a variety of clerical support tasks
* Need someone with knowledge of electrical and mechanical drawings
* Auto CAD background
* Responsible for set-up for multiple small projects
* Collaborates to set-up the standards and procedures for the team
* Communicates document system procedures with team members

## Qualifications for document control clerk

* Must own a car
* Very high attention to detail (double, triple check work)
* Shift flexibility (may need to work a Mon-Fri and/or every other Saturday type shift)
* Very thorough and detail oriented
* Strong attention to detail ensuring a high degree of accuracy and quality
* A pro-active and enthusiastic approach with a willingness to learn and keen to contribute to the development of the company