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# Example of Document Control Clerk Job Description

Our company is growing rapidly and is looking to fill the role of document control clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for document control clerk

* Prepare documents for mailing by sorting, stapling, counting, folding, weighing and reviewing the document
* Reviews documents for errors, or missing items
* Conducts audits and corrects discrepancies in production reports for Continuous Dye Range, Coater, Off-Line Shear, Inspection, and Reinspect areas
* Generates reports and spreadsheets for management as needed and distributes to designated personnel
* Controls and maintain all documents, forms, and procedures in Management System
* Updates Records Retention Grid on a monthly basis
* Maintains and process MTR’s and maintains MTR Log
* Participates in and documents all Systems Management Review meetings
* Enters CAPA’s as needed for SMS and ensure that CAPA’s are closed as stated in the Corrective Action procedure
* Serves as a liaison for plant personnel in the use of the Quality system

## Qualifications for document control clerk

* Review of documents to be purged into a record retention system
* Clerical project work
* File and review documents
* Be reliable, detail-oriented and organized
* Ability to converse and convey ideas, facts and issues clearly, accurately, coherently and professionally to a diverse project team
* Ability to use appropriate tools to analyze, identify, and resolve business and/or technical problems