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# Example of Document Control Coordinator Job Description

Our innovative and growing company is looking for a document control coordinator. 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 coordinator

* Perform special projects in Excel and other applicable software
* Review of documentation – test results for raw materials, components and QA inspection documentation to assure material meets specifications
* Review and approval of Master Manufacturing Records (MMRs), Reprocessing Approvals, Planned Deviations, Document Change Requests, Change Control Requests, LIMS templates
* Ensure adherence with GMPs and SOPs
* Balances personal work and team priorities
* The Administrative is expected to be familiar with the company’s safety program and enforce the safety policy always
* Invoicing for services provided to the PFJ Wholesale customer
* Respond to and resolve Wholesale customer questions or issues
* Compile reports, updating and verifying data for processing of PFJ Wholesale customers
* Downloading drawings from the drawing list and save them to an electronic storage location specified by the client

## Qualifications for document control coordinator

* Regularly (2/3 of the time or more) use repetition-using an input device-a keyboard or mouse-in a steady manner
* General office skills (data entry, scanning documents, filing) are essential
* Experience with MRP/ERP/PLM Systems is a plus
* Must be a team player and interface well with others
* Applied technical knowledge of Product Life Management and ERP/MRP systems is preferred
* Manage the lifecycle of vendor documentation from receipt, distribute, review and return to vendor till compilation of final documentation