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# Example of Document Control Manager Job Description

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

## Responsibilities for document control manager

* Receive proposed draft documents from originators and perform initial review
* Circulate proposed documents for review, coordinating with all appropriate departments to ensure correct departments are involved in the review
* Conduct review of proposed documents prior to routing for approval
* Circulate final versions of proposed documents for approval, coordinating with all appropriate departments
* Create and manage document control log for consultants and contractors to ensure that proper documents are provided
* Plan, organize, and manage the activities of the QA Change Control and Document Control groups
* Establish performance goals and strategic/operational objectives for direct reports based on company and departmental goals
* Develop, define, and enforce departmental policies and practices
* Hire, train, develop and management performance of direct reports
* Establish effective communication and collaborative relationships with various functional groups and key stakeholders

## Qualifications for document control manager

* Assist project leads in the processing of payment requests, change orders, submittals, and Requests for Information (RFIs)
* Assist leads manager with meeting minutes, project status update entries, and payment, change order, RFI, and submittal logs
* Maintain a project document filing system in accordance with procedures
* Prepare reports in accordance with procedures and forms
* Support all documents for all projects
* Enter and track following documents Submittals, RFI's, pending change order, change orders, and invoices that were reviewed and/or prepared by Cost Control Manager and Project Managers