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# Example of Document Control Job Description

Our company is growing rapidly and is looking to fill the role of document control. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for document control

* Understand the documentation and procedural expectations and have a clear understanding of Information Management Policies and Procedures
* Follow company standards, policies and procedures for document control to ensure compliance and audit expectations
* Process all document and drawing changes including administrative clerical checking for accuracy and completeness
* May operate computer terminal to input and retrieve data
* Establish DC support to authors and (local) process owners in defining and producing lean Quality System documents and records
* Processing, distributing, and maintaining controlled documentation using proprietary software, process documents for revision and approval, and monitoring the distribution and reconciliation of all supplier documents
* Flexibility in dealing with several projects and must be responsive to the projects that it serves
* Provides support documentation to meet customer and FDA requirements documentation preparation required for internal, customer, and 3rd party audits
* Document Control Responsibilities for Volcano AtheroMed Quality System-process ECO’s and update documents, and controlled document locations
* Provide ongoing support to the Senior Director, Atherectomy Operations and Senior Management Staff at Menlo Park, provide miscellaneous administrative support to other personnel on an as needed basis

## Qualifications for document control

* Familiarity with JAFAN directives
* Experience with databases and has advanced knowledge of the Microsoft suite
* Results and success driven
* Establish/maintain procedures for maintaining documents and change control of documents
* Associates degree and two to five years related experience or 10 years related experience
* Bachelor’s degree in technical discpline