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# Example of Document Controller Job Description

Our company is growing rapidly and is hiring for a document controller. 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 controller

* Control all Incoming and Outgoing Drawings / Documents Ensure timely issuance & distribution of all the Drawings / Documents with correct revisions to all parties as detailed in the distribution matrix contained in project procedures
* Maintain Device Master Record files (product drawings, process sheets, inspection sheets)
* Coordinate product change order related activities which includes the processing of text-based changes
* Responsible for data entry in to JDE and other quality systems
* Responsible for coordinating product complaint handling, where applicable
* Convert hardcopy quality records to controlled electronic files through a defined imaging process which includes preparation, processing and verification of those records
* Assist Supervisor in maintaining and improving quality standards and processes within the department training employees in appropriate procedures and work instructions
* Handling day-to-day documents and drawings, including upload and download from project information exchange platform
* Managing and updating incoming and outgoing log of document, drawings, design information
* Formatting specifications prepared by engineers under online specification preparation software

## Qualifications for document controller

* Minimum 2 years’ operating at a Senior Document Controller level
* Ability to monitor and evaluate systems and to look for improvements
* Able to work independently, under minimum supervision, and as part of a team
* Relates to and understands project operations working processes
* Effective, accurate, proactive and attention to detail
* Detail & active and high standard of safe working practice, quality and productivity