Downloaded from <https://www.velvetjobs.com/job-descriptions/document-controller>

# Example of Document Controller Job Description

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

## Responsibilities for document controller

* Collects and organizes the electronic documentation from the Project Team/Technical Team storing it on SharePoint or on DocPro
* Handling day-to-day filing and administrative work
* Identify contractual requirements in relation to Document control
* Ensure accurate control of bid documentation from preconstruction/ PQQ through to completion and archiving
* Liaise with project or bid teams to ensure they have a full understanding of document control and system procedures and provide training and instruction as required such that documentation control requirements are met
* Ensure that procedures are fully implemented in order to meet requirements of the BMS and other documentation and information systems, Business Collaborator
* A good understanding of IT and the Business Collaborator EDMS
* Previous experience within a Document Control position
* An ability to understand how the operations of the department relate to others and work collaboratively to obtain the best outcome for the business
* A determination to see tasks through to completion, with excellent planning and organisation skills

## Qualifications for document controller

* Experience and proficiency with other applications
* Minimum 2 years experience in document control
* An eye for detail and accuracy – you will be responsible for the revision and review of documents
* Ability to be a self-starter, with strong motivation and energy as a team player
* Ability to multitask, juggling multiple priorities and deadlines
* Understanding of the use and functionality of Project/Construction Management databases