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# Example of Document Controls Specialist Job Description

Our company is growing rapidly and is looking for a document controls specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for document controls specialist

* Performs administrative functions for design team, including assisting in onboarding of new team members
* Assists the Project Manager with managing financial accrual logs and spend rates
* Provides documentation and reports pertaining to client invoices
* Manages documentation for design team
* In charge of electronic storage and archiving using data storage management programs
* Interfaces with design management team, task leaders, and sub-consultants
* Develops presentations using MS Office tools – PowerPoint, Word, Excel
* Owns and manages electronic documents and data archiving structure and convention
* Ensures material is grammatically correct
* Reviews and coordinates the production of copy to ensure that the result is cohesive, logical and readable and that it conveys the intent and meaning of the effort

## Qualifications for document controls specialist

* Must possess a strong work ethic and attention to detail and enjoy learning new skills
* The candidate should have at least 2 years of experience with document control systems and handling large amounts of project data, Without preferred degree, 6 years experience in project controls, document control, and/or technical administrative support required
* Recommends revisions in scope, format and content
* Reviews, proofs, corrects, and amends material in various stages of development as needed
* Ensures documents meet editorial and government specifications and adhere to company standards for quality, graphics, coverage, format and style
* May arrange for final printing and binding