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# Example of Document Controls Specialist Job Description

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

## Responsibilities for document controls specialist

* Communicates information in written and verbal formats
* Compiles statistical data for the preparation of reports, schedules and checklists
* Bachelor's degree in Engineering, Architecture, Construction Mgmt or Business 4 years related experience
* Assist field office staff and others with the timely retrieval of documents
* Conduct periodic quality assurance audits on all documents, files, databases and file storage systems
* Document Controls experience from the Architectural / Engineering / Construction field is strongly preferred
* Prepares electronic document templates
* Maintains the master electronic project files
* Maintains the electronic project record files
* Maintains document libraries

## Qualifications for document controls specialist

* High school diploma or demonstrated equivalent and advanced administrative training
* 6+ years of experience performing administrative functions within a corporate or industrial environment
* Exposure to document management and/or technical writing
* High level proficiency in the use of Microsoft Word, Excel, PowerPoint, and Outlook
* Minimum 10 years of document control experience in the construction field
* Must have ability to interface and communicate effectively with others