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# Example of Document Controls Specialist Job Description

Our company is looking to fill the role of document controls specialist. 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 controls specialist

* Establish Docbase groups
* Interface with project team on any technical issues
* Participate in weekly project meeting
* Communicate to Regional RIM manager on project updates
* Provide guidance and supervision to assigned project Document Control personnel
* Manage and maintain register tables
* Provide communication and customer service to internal
* Non-technical review functions
* Meet with Design Build Contractors employee(s), DBE team, manager(s), or client(s), during DBE meetings, compliance monitoring and audits
* Providing clerical, administrative and document control/records management support to the construction management team

## Qualifications for document controls specialist

* Responsible for Receiving Project Drawing and Technical Specifications (Design Documents) updates from the Owner, logging their receipt, and distribution to the team members
* Responsible for developing key project control policies and procedures as needed and implementing these with the team, including any group or one-on-one training as necessary to convey intent and practice
* This hire will preserve engineering project documents in the Technical Reference Center (TRC), Engineering’s technical library
* Accurate sorting and filing
* Requires 3-5 years minimum experience in document management and quality control within a construction or engineering environment
* Candidate must meet the criteria for access to the company’s, partners’, and clients’