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# Example of Document Management Specialist Job Description

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

## Responsibilities for document management specialist

* Backup for SAP/Content server workflow
* Support system maintenance window
* Assist in the management of the master document register, including engineering drawings, manufacturing data books, materials certificates, reports, throughout the project
* Manage, normalize and handle all the information generated during the Project and by all parts involved in it
* Make sure that all the information of the Project is accurate and updated in the Corporate Document Control System
* Develop and adapt to the Project the Corporate Document Control System
* Responsible for project documentations works as standards and as per easy retrievals
* Project Management, act as Project Leader for configuration of new processes and configuration changes
* Change Management, Change Request administration / receipt of problem reports, Change Board meetings and coordination of Change implementation
* Ensuring processes are aligned with the procedures within the Quality Management System, for example for Document Control and Design Controls

## Qualifications for document management specialist

* Experience in designing training using various delivery methods
* Exceptional training skills are required
* Ability to interact well with and provide training to all levels of the organization
* Documentation experience required (paper-based and electronic system)
* Training system experience required (paper-based and electronic system)
* Embrace Shire culture – operates with a high sense of urgency