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# Example of Document Management Specialist Job Description

Our company is growing rapidly and is looking for a document management 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 management specialist

* Maintenance activities, incl
* Maintenance of system documentation incl
* Plan and participate in Computerized Systems Validation
* Planning and coordination of Super User training incl
* Contact to stakeholders as vendors, consultants and users
* In cooperation with Director Quality Applications development, maintenance and continuous improvement of global Quality Applications
* Participate in internal audit programs
* Participate in external audits as subject matter expert (SME)
* Support activities related to other global quality application systems as TrackWise, as example with data analysis, system documentation, computerized systems validation
* Adhere strictly to compliance and operational risk controls in accordance with Company and regulatory standards, policies and practices

## Qualifications for document management specialist

* At least 5 years of Biopharmaceutical industry experience is preferable
* Train-The-Trainer capability
* Embrace Shire core values - BRAVE (bold, resilient, accountable, visionary and ethical)
* Undergraduate degree with strong experience within the Financial Services Industry.(Or equivalent work experience)
* Minimum of a Bachelor’s Degree in basic or life sciences
* Knowledge of quality systems and GMP regulations