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# Example of Document Specialist Job Description

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

## Responsibilities for document specialist

* Insert standard tabs or create and insert custom tabs per client instructions
* Create covers and spines per the client instructions and inserts into clear – view binders
* Perform uploads and downloads from an ftp site
* Takes ownership for maintaining Medical Writing project files, eTMFs/TMFs in accordance with relevant regulatory requirements
* Works with Medical Writers to create and maintain Trial Master File Plan and Index
* Generate and maintain the eTMF tracker, working with Project Manager, study teams, and applicable business partners for reconciliation of the files as part of the quality control process
* Proactively maintains documents with the standardized filing structure for study documents
* Gathering, organizing, scanning and shipping of Medical Writings project documentation as required
* Perform archiving duties on all paper and electronic media storage
* Performing documentation quality checks, identifying and following up on quality issues with relevant Medical Writing staff

## Qualifications for document specialist

* With LAW Ipro Proficient or scanning software
* Proficient With Konica, Canon, Xerox or copy / print devices
* May require flexibility to adjust start/stop times
* A Bachelor’s degree in science or engineering or a discipline appropriate for management of quality system documents and records, with 0-2 years of broad experience in a regulated business
* Proficiency in English and Spanish, with the ability to perform document translations between English and Spanish, is preferred
* Assist department management team with maintaining tracking tools and metric data