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# Example of Document Specialist Job Description

Our innovative and growing company is hiring for a document specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for document specialist

* Support the management of all QMS
* Troubleshoots and analyzes processes and procedures used to ensure compliance with Standard Operating Procedures (SOP)
* Files and retrieves documents that allow for efficient storage and accessibility for a large number of records
* Coordinate the review and revision of procedures, specifications and forms
* Assist with preparation, formatting, distribution, routing, and maintenance of SOPs and other version controlled documents
* Assist with review of data and logs generated by Quality Control, Facilities, Process Development and Manufacturing
* Review and maintain employee training files
* Create and maintain various filing systems
* Update QA logbooks, databases and document manuals
* Remain cognizant of regulatory compliance requirements, guidelines, and trends

## Qualifications for document specialist

* Two (2) years of college courses, preferred
* Bachelor degree in administration, economics, other relevant field
* Knowledge of customs procedures
* Knowledge of legal documents and the purposes
* Basic green knowledge to be acquired
* Problem solving, spider in the web