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# Example of Document Specialist Job Description

Our innovative and growing company is looking for a document specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for document specialist

* Perform task analysis and use error assessment to identify critical and essential tasks
* Provide input into risk management activities for assigned projects ensuring risk files are aligned with human factors activity and feedback
* Manage all human factors (HF) activities associated with HF vendors, including on boarding of HF vendor, generation of study brief, attainment of HF vendor proposals, assignment of HF vendor, providing all relevant materials and documentation, management of HF studies, and generation and approval of associated reports
* Provide HF study feedback and/or recommended mitigation actions into the project Core Team
* Provide input and support for generation of assigned device Instructions for Use (IFU), device labelling and packaging
* Support internal and external audits of HF related aspects of the Quality System
* Actively participates in meetings of the MLR Review Board with particular attention to the review, assessment, and validation of advertising and promotional materials with respect to established MLR, corporate, and FDA rules, regulations, and guidance documents
* Review documentary credit terms and conditions in conjunction with sales contracts
* Constant interaction with Joint Ventures before, during and after loading of containers and/or bulk vessels to ensure proper documentation, including stowage plans, packing lists, statement of facts, surveys
* Constant interaction with shipping agents and surveyors to obtain required documentation, including bills of lading, draft survey reports, quality reports

## Qualifications for document specialist

* Scan client documents per the instructions provided
* Spotless background is a requirement to be considered
* Experience managing documents in a Mailroom style setting is a plus
* Must be extremely detail-oriented and able to sit for long periods of time
* Computer skills (alpha numeric/10-Key) is also a plus!
* Attach your resume and apply! I will reach out to you through email for next steps