Example of Document Associate Job Description

Our innovative and growing company is looking for a document associate. 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 associate

- Interface regularly with Training and Document Control and CAPA and Compliance Strategy management and colleagues to discuss status of projects, issues and documents
- Interface regularly with GMO staff members related to the development, review, approval or training of assigned controlled documents and document projects
- Review, edit and format controlled procedural documents of all levels of complexity and serves as liaison with document process owners and authors to ensure that development of documents occur according to established timelines, e.g Corrective Action/Preventative Action (CAPA) timelines
- Manage controlled documents in the EDMS including peer quality reviews
- Provide EDMS support to the organization as Business Administrators
- Lead and/or participate in procedural document initiatives and projects of moderate complexity
- Facilitates Cross-pharma Reviews and Impact Assessments as needed
- Provision of departmental metrics
- Provide Audits and Inspections support (including interview backup responsibilities) and litigation request support
- Facilitate Procedural Document Committee meetings

Qualifications for document associate

- A minimum of 5 years' experience in procedural document lifecycle management is required
- Experience within the pharmaceutical industry is preferred
- Knowledge of Electronic Document Management System(s) is required
- Pharmacovigilance knowledge or experience is preferred