



Example of Document Associate Job Description

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Our company is looking to fill the role of document associate. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for document associate

- Lead committee meetings and projects/initiatives professionally
- Foster consensus and make decisions independently appropriate to subject matter and responsibilities
- Monitor all document movement including both charts collected by UnitedHealthcare resources charts from vendors and movement to appropriate abstraction team or other vendor
- Create and maintain central location to archive manufacturing documentation
- Facilitate and catalogue manufacturing documentation deviations, investigations, CAPAs, manufacturing records and batchsheets
- Manage documents movement across all functional groups
- Prepare routine progress reports on manufacturing documentation for management
- Responsible for ensuring documentation timelines are met utilizing communication and follow through with document owners
- Monitor manufacturing training reports
- Act as contact person for scheduling utility shut downs and maintenance

Qualifications for document associate

- Knowledge of quality, compliance metric, and process excellence methodologies and analysis is preferred
- Ability to act in a consultative role to analyze document needs and ensure that required document outcomes are achieved is required Pharmacovigilance
- Bachelor degree is required, preferably in business or a health related field

- Advanced knowledge of Electronic Document Management System(s) is required
- Advanced knowledge of Microsoft Word, PowerPoint, Excel, and Visio