



Example of Document Associate Job Description

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

Responsibilities for document associate

- Respond to questions from other Operations departments, retail personnel and management staff
- Understand department procedures and required accountabilities so you can accurately process and analyze income account documentation
- Assist other Operations personnel with document related questions and other projects as needed
- Obtain Windchill token and upload released documents
- Copy released documents to a CD or DVD and mail or FED-X to NASA
- E-mail document delivery status to specified e-mail distribution
- Develop standard works for document transfer activities, identifying current and historical e-mail distributions, and logging documents transferred to NASA
- Maintain records of e-mail distributions and transferred documents
- Eventually back-up Principal Document Control Associate
- Is knowledgeable and complies with all pertinent safety

Qualifications for document associate

- A minimum of two years Print and Mail & Messenger, operations experience and knowledge of best practices in this area
- Experience with organizing multidisciplinary activities
- Knowledge in pharmaceutical safety-related areas preferred Regulatory Compliance
- Minimum of 1 year of experience processing drawings comparable to a

- Knowledge in pharmaceutical safety-related areas preferred Pharmacovigilance
- Requires Associate's Degree with 2+ years of related experience