



Example of Document Associate Job Description

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Our company is growing rapidly and is looking to fill the role of document associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for document associate

- Supply required information and assist in the preparation of the departmental budget
- Resolve Intra- and Interdepartmental and intra-company reporting issues, Regulatory, Operations
- Create/issue/maintain controlled forms, logs, lot numbers, work instructions, log books, document numbers, labels, (including but not limited to SOPs, protocols, methods, reports, batch records, specifications, drawings, validation plans, and maintenance logs)
- Update templates and work instructions when necessary
- Retrieve and respond to requests for information securely and in a timely manner
- Scan all controlled document records and maintain up-to-date and accurate metadata in EDMS-ready PDFs
- Assist Visual Production in the completion of all document preparation
- Work directly with the Visual Lab team and Lab Managers to anticipate photography needs and timelines
- Assist Visual Production with Photoshop and floorset document write-ups
- Manage and complete tasks by the given deadline

Qualifications for document associate

- Scan production records into an electronic format
- Archive documents, other filing duties as necessary

- Issue Device History Records and other production documents
- Enter change requests into Change Control Databases
- Other document projects as assigned by the department manager