



Example of Document Control Coordinator Job Description

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Our growing company is looking to fill the role of document control coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for document control coordinator

- Makes changes to existing product IFUs, SDSs, and labels upon request approval
- Obtains translations using approved service providers and programs as required for product IFUs and SDSs
- Obtains approval for new or changed IFUs, SDS, and product labels as required by the quality system
- Works with assigned project coordinators to implement new and changed labeling to ensure deadlines are met
- Generate and maintain required records for creating and changing IFUs, SDSs, and product labels
- Communicates implementation of approved IFUs, SDSs, and labels using approved methods
- Maintains files of current approved IFU, SDS, and label versions in designated locations and maintains archives as required following approved document control processes
- Completes tasks such as launching and closing collaborations using the current approved and in-use electronic document control system to assist with creating and making changes to quality system documents, including but not limited to procedures, work instructions, forms, and specification sheets
- Monitors document changes in progress to ensure timely collaboration, approval, and subsequent implementation of documents

Qualifications for document control coordinator

- Maintains required document control records and files to ensure compliance with regulatory requirements
- Assists with preparing and populating approved product registration templates as requested/directed
- Minimum of 2 years of experience in performing document and records control activities in a regulated environment is REQUIRED
- Experience in Apple software and hardware strongly preferred
- Experience with BarTender, Adobe InDesign and Acrobat (versions CS2 or higher), MasterControl GxP process control software or similar electronic document control software preferred
- Experience working in a GMP/GLP or other regulated industry strongly preferred