Our company is growing rapidly and is searching for experienced candidates for the position of document control manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for document control manager

- Participate in cross-functional project teams for efficient project execution
- Set and meet project commitments
- Oversee the receipt, filing, and maintenance of all GXP documents, including but not limited to standard operating procedures (SOPs), test methods, specifications, incident reports, CAPAs, product complaints, computer system validation
- Design and implement an enterprise wide document repository that tracks the receipt, revisions, and archiving of all GXP documents
- Prepare any supportive process workflows and procedures for the new document repository to maintain efficiency and access for all users
- Function as the administrator for our Learning Management System (LMS)
- Maintain all users, curriculum, and training records within the LMS
- Responsible for the integration of the LMS with the enterprise document repository
- Creation and development of processes, archiving, and operations related to document control
- Lead and maintain corporate document management policies and procedures governing documentation, materials, Bills of Materials (BOMs), and data quality in SAP Enterprise Resource Planning (ERP) and SAP Product Lifecycle Management PLM) solutions

Qualifications for document control manager

- Must be able to communicate effectively, both written and orally, with all levels of the organization
- Experience as a system owner and/or system administrator is preferred
- Familiarity with Document Management Systems and Learning Management System functionalities is required
- Experience with Electronic Document Management Systems (EDMS) preferred
- Strong computer skills including MS Office applications (Word, Excel, PowerPoint and Outlook) are required