



Example of Document Controller Job Description

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Our growing company is searching for experienced candidates for the position of document controller. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for document controller

- Scanning, photocopying and filing documents (including drawings) as required
- Performs file backup to ensure proper storage and archiving of electronic documentation
- Works with precision to ensure that all electronic and hard copy filing is accurate and is easily retrievable
- Responds in a timely manner to requests to retrieve information, information searches and general requests for support from end users
- Resolve document management issues related to quality, physical quantities, discrepancies and other associated matters, in consultation with Lead Document Controller
- Perform archiving of documents in liaison with relevant stakeholders to ensure safe custody, archiving and retrieval of documents for future business use
- Perform quality check on documentation as per document control process and identify improvement actions
- Assisting with general administrative duties, including distribution of information / documents
- Review accuracy of Project Final Documentation packages, sent for PMY acceptance and distribution to the end users and data centre for archiving
- Generate and issue performance reports eg weekly overdue, status reports as required

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- Must be thorough, well organized, and effectively manage time
 - College graduate in business administration or technologies and at least 2 years of experience, or an equivalent combination of education and experience
 - General understanding of engineering, procurement and construction activities with respect to document management and control
 - Knowledge and experience in all areas of document/data management, including identification, creation, use, retrieval, access, retention, turnover, preferably in an engineering/construction environment
 - Proficient in use of electronic Document/Data Management Systems
 - Ability to learn fast, maintain quality and efficiency, apply acquired knowledge and train others