



# Example of Document Coordinator Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of document 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 coordinator

- Adherence to company policies, regulations and procedures
- Flexible schedule is required to address the needs of the manufacturing operations and department
- Process and/or distribute within 24-48 hours of receipt
- Serve as a system administrator for the electronic document management system (EDMS)
- Support all release and change activity for new and existing products, plus all other controlled documents
- Perform data entry into the PLM & MRP system as required (Including New Catalog & Item numbers, Bills of Materials, Engineering Changes and Deviations)
- Support and interface with the Document Control team and other departments
- Coordinate with other groups within site (Engineering, Supply Chain, Quality, ) to ensure accurate, complete and efficient change order processing
- Communicate with others within Document Control and other groups for coordination of Engineering Change Orders (across sites as required)
- Review ECOs and other documentation for accuracy

## Qualifications for document coordinator

- Coordinate ECOs and supporting documentation within department, striving

- Communicate with supervisor on any and all issues problems that may have impact to site and department goals
- Ensuring document attachment links are present and accurate within PLM system
- Maintain the master documentation files
- Provide work direction guidance as needed to the Brooklyn Park Document Control department
- Complete miscellaneous tasks and special projects as assigned