



Example of Document Coordinator Job Description

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Our innovative and growing company is hiring for a document coordinator. 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 coordinator

- Support the development, control and maintenance of OCI business procedures
- Assist with the preparation, review and revision of OCI Standard Operating Procedures (SOP), Work Instructions (WI), and other critical quality and business documentation
- Chair the OCI Change Control Board and provide reports and follow-up related to Change Notice status
- File and maintain all document and training records including, Master Document files, modification notice files and other records associated with Document and Training activities
- Regulate the approval and release of hard and soft copy documentation
- Participate and support the development, implementation and maintenance of systems and tools for document and training
- Publish released documents and training to the appropriate internal intranet sites or other document repositories
- Work with OCI and OCA staff to coordinate training related to new document releases
- Provide general QA Administrative support, including the preparation of reports and presentations related to various OCI Regulatory and Quality Assurance activities
- Maintain and control documentation and records related to OCI Regulatory and Quality Management System activities, including complaint records and product licencing submissions

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- Ability to perform a wide range of tasks relating to Document Control, including computer word processing with Word, Excel, PowerPoint
 - Bachelor's degree in business administrations/management or a combination of education and practical experience in managing complex record keeping operations
 - Perform all other special assignments as assigned
 - Post secondary degree or diploma is preferred
 - Minimum of 5 years of work experience in Document Control or Quality Assurance is required
 - Experience working in a pharmaceutical, medical device or other regulated environment is preferred