



Example of Document Coordinator Job Description

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Our innovative and growing company is looking for a 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

- Maintains document imaging and workflow software
- May create accounts in the computer system or perform data entry
- May be responsible for Physician verification process, including entering new MDs
- Reviews written orders for compliance
- Tooling qualification and stability sample requirements tracking for batch record issuance
- Document assessments for process change controls
- Specification maintenance according to approved change controls and new product requirements
- Responsible for maintaining competency for QA Documentation Coordinator- MBR & Specifications
- Planning and coordination of construction documentation activities
- Evaluation of certified payrolls

Qualifications for document coordinator

- Strong general computer skills are necessary
- Strong organizational skills with ability to prioritize workload are essential
- Knowledgeable with basic document management systems and database management is necessary
- Must be detail-oriented, self-motivated and able to work independently in a

- Previous document imaging experience preferred