

Document Control Specialist Job Description

Our company is growing rapidly and is hiring for a document control specialist. 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 control specialist

- Take notes at department or committee meetings
- Monitor office supplies and order as needed
- Develop solutions to improve processes for regulatory submissions
- Establish and maintain processes for US FDA and global e-submissions
- Assist with preparation and maintenance of Technical Files and Summary Technical Documents
- Assist with preparation and maintenance of international submissions database
- Create, edit and maintain work instructions, process maps and other internal process control documents
- Interactive collaboration with department management, equipment manufacturer and customer
- Work with operations team to implement process improvements and revise work instructions to facilitate change in process
- Participate in quality initiatives such as device analysis and assist with identifying root cause for process issues

Qualifications for document control specialist

- Bachelor's degree in engineering, science, or closely related degree preferred
- Engineering, architectural, and construction documents (i.e., maps, drawings, technical specifications,) experience is preferred
- Must be proficient in common software, particularly MS Office
- 5% to support process improvements and training
- Additional technical coursework preferred
- Resource and result oriented attitude

Document Control Specialist Job Description

Jane F. Spivack



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