

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

Richard Gaither, John Baker



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Engineering Documentation Control Handbook Frank B. Watts,2011-10-28 Frank B Watts *Engineering Documentation Control / Configuration Management Standards Manual* Frank B. Watts,2018-04-11 Get to know a key ingredient to world class product manufacturing With this manual you have the best of the best management practices for the configuration management processes It goes a long way toward satisfying Total Quality Management FDA GMP Lean CM and ISO QS AS 9XXX process documentation requirements The one requirement common to all those standards is to document the processes and to do what you document **The Wizard of Work** Richard Gaither,John Baker,1995 Now available in book form for the first time Gaither s self directed job search material used by nearly a million job hunters A series of proven power packed exercises combined with Dick s simple straightforward approach will put job hunters on the right track from the very first page Commerce Business Daily ,1997-12-31 Careers in Information Jane F. Spivack,1982 **Data Processing Management** Dick H. Brandon,Arnold D. Palley,Arthur Michael O'Reilly,1975 **Government Reports Announcements & Index** ,1993 **Factory** ,1921 Vols 24 no 3 v 34 no 3 include International industrial digest *Project Definition Phase Study for the National Traffic Safety Documentation Center. Interim Report for Tasks A and B.* ,1968 California. Court of Appeal (2nd Appellate District). Records and Briefs California (State)., *Employee and Labor Relations Manual* United States Postal Service,United States Postal Service. Document Control Division,2002 *Performance in Five Army Jobs by Men at Different Aptitude (AFQT) Levels* Robert Vineborg,Elaine N. Taylor,Thomas G. Sticht,1970 Instructor Wraparound Edition Gregg College Keyboarding & Document Processing ,2006 **Audit and Control of Information Systems** Frederick Gallegos,A. Faye Borthick,1987 Manufacturing Engineering Transactions Society of Manufacturing Engineers,1972 The 2002 Guide to the Evaluation of Educational Experiences in the Armed Services American Council on Education,2002 Long considered to be the standard reference work in this area this three volume set describes more than 8 000 courses offered between January 1990 and the present by various service branches and the Department of Defense Long considered to be the standard reference work in this area this three volume set describes more than 8 000 courses offered between January 1990 and the present by various service branches and the Department of Defense Updated every two years **ASIS Newsletter** American Society for Information Science,1968 **Managing the Paperwork Pipeline** Monroe S. Kuttner,1978 *New Scientist and Science Journal* ,2004 *Gregg College Keyboarding & Document Processing* Scot Ober,Jack E. Johnson,Arlene Zimmerly,2006 Gregg College Keyboarding and Document Processing is an industry leader New content reflecting changing technology and workplace needs is presented in four color side spiral bound texts

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