Title: Coordinator, Document Control

Job Overview:

As a Coordinator, Document Control, your primary responsibility is to manage and maintain the organization's document control system, ensuring accurate and efficient control, distribution, and archiving of documents. You will collaborate with cross-functional teams to establish document control processes, ensure compliance with regulatory requirements, and support effective information management. This role requires strong organizational skills, attention to detail, and the ability to work effectively in a fast-paced environment.

Key Responsibilities:

Document Control Management: Establish and maintain an efficient document control system, including the organization, indexing, storage, retrieval, and archiving of documents. Ensure compliance with document control procedures and regulatory requirements.

Document Review and Approval: Coordinate the review, approval, and release of documents, ensuring that they meet established quality standards and comply with relevant guidelines.

Document Change Control: Manage the process for document change requests, including document version control, tracking, and notification of changes to relevant stakeholders. Ensure that all changes are properly documented, approved, and communicated.

Document Distribution: Coordinate the distribution of controlled documents to relevant individuals or departments, ensuring that the latest revisions are available to authorized personnel. Maintain accurate distribution records.

Document Retrieval and Archiving: Facilitate the retrieval of documents from the document control system as needed. Ensure that documents are properly archived and stored in accordance with established procedures.

Training and Support: Provide training and support to employees on document control processes, systems, and tools. Address inquiries and provide guidance on document control best practices.

Compliance and Auditing: Ensure compliance with regulatory requirements and industry standards related to document control. Support internal and external audits by providing accurate and up-to-date documentation.

Continuous Improvement: Identify opportunities for process improvements and efficiency gains in document control activities. Recommend and implement best practices to enhance document control processes.

System Administration: Serve as the system administrator for document control software or tools, including user access management, system upgrades, and troubleshooting.

Reporting and Documentation: Prepare and maintain reports and documentation related to document control activities, such as document status, change logs, and distribution records.

Qualifications:

Bachelor's degree in a relevant field or equivalent work experience.

Minimum of 2 years of experience in document control or related roles.

Strong understanding of document control principles, processes, and best practices.

Familiarity with regulatory requirements and standards related to document control, such as ISO 9001 or other quality management systems.

Proficiency in using document control software or tools.

Attention to detail and strong organizational skills, with the ability to manage multiple tasks and priorities effectively.

Excellent communication and interpersonal skills, with the ability to collaborate with cross-functional teams and communicate document control processes to various stakeholders.

Strong problem-solving skills, with the ability to identify and resolve document control issues.

Knowledge of information management principles and practices.

Experience in training and supporting employees in document control processes and systems.

Proficiency in using Microsoft Office Suite (Word, Excel, PowerPoint, etc.) and other relevant software.

Understanding of data privacy and confidentiality requirements.

Experience in regulated industries (e.g., pharmaceutical, engineering, construction) is a plus.

Professional certifications in document control (e.g., Certified Document Controller) are a plus.