Document Controller Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of document controller. 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 controller

- This role will be accountable for the implementation of existing document control specifications
- This role will be accountable for tracking contractor and vendor deliverables throughout the project lifecycle (recording revisions, revision purposes, distribution and transmittal histories)
- This role will be accountable for the reliability, irretrievability and traceability of the project data
- Conduct training sessions for project personnel and 3rd parties on the use of tools and processes
- Provide high level administration of document management systems including generating progress reports
- Document and maintain workflows and processes in use on the project
- Conduct User Acceptance Testing for applications and provide feedback to developers for design and/or configuration changes
- Support project closeout activities such as dispositioning, archiving and transitioning documents to Operations
- Generate discrepancy and closeout reports for the engineering function to resolve with third parties
- Provide status tracking and expediting of all internal document reviews in accordance of contract requirements

Qualifications for document controller

- Ability to help customers in a professional and concerned manner
- Ability to set and achieve goals and work well under pressure
- Good team work, diligent approach
- Capable of working to tight time scales
- Some ability using Auto CAD
- Other duties will be assigned by the Project Manager or Document Control Supervisor

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