Document Controller Job Description template

Document Controller Job Description Template/Brief

We are looking for a meticulous Document Controller to join our team. The Document Controller will manage and organize all essential project documentation. This role includes maintaining document control processes and ensuring all documents are easily accessible for the team. The ideal candidate should have strong organizational skills, attention to detail, and experience in document management systems.

Document Controller Job Profile

A Document Controller is responsible for managing and maintaining all documents for projects, ensuring they are properly stored and easily retrievable. They work closely with project teams to support document needs and ensure compliance with company policies. This role requires strong organizational skills, attention to detail, and proficiency in document management software.

Reports To

The Document Controller typically reports to the Project Manager or Administrative Manager.

Document Controller Responsibilities

- Maintain and manage all project documentation in an organized and efficient manner.
- Establish and implement document control procedures and policies.
- Ensure all documents are up to date and easily accessible to project teams.
- Coordinate the flow of documents between internal and external parties.
- Monitor document approval processes and ensure timely completion.
- Provide support and training on document control processes to team members.
- Maintain confidentiality and security of sensitive documents.
- Ensure compliance with company policies and regulatory standards regarding documentation.

Document Controller Requirements & Skills

- Proven experience as a Document Controller or in a similar role.
- Strong organizational and time-management skills.
- Proficiency in using document management and control systems.
- Attention to detail and accuracy in handling documents.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Familiarity with document control procedures and best practices.