

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

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L Darling-Hammond



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Engineering Documentation Control Handbook Frank B. Watts, 2011-10-11 In this new edition of his widely used Handbook Frank Watts widely recognized for his significant contributions to engineering change control processes provides a thoroughly practical guide to the implementation and improvement of Engineering Documentation Control EDC Product Lifecycle Management and Product Configuration Management CM Successful and error free implementation of EDC CM is critical to world class manufacturing Huge amounts of time are wasted in most product manufacturing environments over EDC CM issues such as interchangeability document release and change control resulting in faults product release delays and overspends The book is packed with specific methods that can be applied quickly and accurately to almost any industry and any product to control documentation request changes to the product implement changes and develop bills of material The result is a powerful communications bridge between the engineering function and the rest of the world that makes rapid changes in products and documentation possible With the help of the simple techniques in the handbook companies can gain and hold their competitive advantages in a world that demands flexibility and quick reflexes and has no sympathy for delays The new edition sets EDC CM in the context of Product Lifecycle Management PLM providing guidance on choosing purchasing and implementing PLM software systems Watts guides the reader to harness these tools and techniques for business objectives including Process Improvement and time to market Solid pragmatic ideas for real product and process cost reduction According to one reviewer most books focus on the basics without examining all facets of each process area or functional area This may be good for quickly learning but it will only take the reader so far Mr Watts imparts the same information but invites the reader to think and to consider strengths and weaknesses of processes and procedures The copious examples illustrations and breadth of topics covered make this book the reference on EDC and CM Strategic emphasis shows how processes may be integrated and tears down the wall between Engineering and Operations Thorough description of Product Lifecycle Management software tools

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