

# Document Controller Job Description Template

## Overview of Document Controller

A document controller manages all documentation within a company, ensuring accuracy, organization, and compliance. They oversee the creation, distribution, and storage of documents, maintaining efficient record-keeping systems. Document controllers play a crucial role in maintaining regulatory standards and facilitating smooth communication across departments. With meticulous attention to detail, they track revisions, updates, and approvals, ensuring documents are readily accessible when needed.

## What Does a Document Controller Do?

Are you someone with a keen eye for accuracy and adherence to procedures? We are seeking a detail-oriented and organized Document Controller to join our team and ensure the smooth flow of information within our organization. In this role, You will be responsible for organizing, categorizing, and maintaining documents in a systematic manner, while ensuring compliance with company standards and regulatory requirements. From managing electronic and physical documents to coordinating document reviews and approvals, you'll play a vital role in maintaining our document management system. If you're someone who thrives in a detail-oriented environment, enjoys working with data, and has a passion for maintaining order and efficiency, then this role is perfect for you!

## Document Controller Responsibilities and Roles

- ❖ Maintain and update all documents and records in an organized and systematic manner.
- ❖ Ensure that all documents are properly filed and stored for easy retrieval.
- ❖ Review and verify the accuracy and completeness of documents before filing.
- ❖ Coordinate with various departments to collect and compile necessary documents.
- ❖ Create and maintain document control procedures to ensure efficient and effective document management.
- ❖ Monitor and track document revisions and ensure that all changes are properly documented.
- ❖ Distribute documents to relevant parties and ensure that they are aware of any updates or changes.

- ❖ Assist in the preparation of reports and presentations by providing necessary documents and information.
- ❖ Ensure compliance with company policies and procedures regarding document control.
- ❖ Educate and train staff members on best practices and document control procedures.
- ❖ Conduct regular audits to ensure that document control processes are being followed.
- ❖ Maintain confidentiality and security of all documents and records.
- ❖ Stay updated with industry trends and advancements in document control practices.
- ❖ Offer assistance and support to other departments as needed.
- ❖ Continuously improve document control processes and systems to enhance efficiency and accuracy.

## Document Controller Skills and Requirements

- ❖ A bachelor's degree in information management, business administration, or a similar discipline is preferred.
- ❖ Proven expertise in records management or document control
- ❖ Proficiency in document management software and systems, with knowledge of industry-standard tools and technologies.
- ❖ Outstanding time management, task prioritization, and deadline compliance abilities.
- ❖ Strong attention to detail and accuracy, with a commitment to maintaining high standards of quality and compliance.
- ❖ Strong written and verbal communication abilities, as well as the capacity to engage in professional discussions with stakeholders and colleagues at all levels.
- ❖ Ability to solve problems both cooperatively and proactively, both alone and in a team.
- ❖ Knowledge of regulatory requirements and best practices in document control and records management.

### Pro Tip

While screening applicants and employees, deploying skill testing and competency-based valuation is crucial for a bias-free hiring process. Use Xobin to run end-to-end screening, assessment and AI-powered video interviews for this role and 1500+ other roles.