

JOB POSTING

Job Title: **Document Control Associate**
Department: International Department
Reports to: International Sales and Marketing Manager
Salary Range: DOEE
Date of Posting: December 5, 2016

Position Description: Responsible for all areas of document management, and assisting international department personnel in their various projects.

Job Duties:

1. Assists in creating and maintaining documents throughout the document life-cycle using current processes/systems and suggesting improvements where appropriate.
2. In charge of filing, copying, scanning and reviewing all processed documents for accuracy and correctness.
3. Archives and indexes scanned documents in a timely manner. Continuously updates archived documents with newer versions.
4. Purges, shreds and assists in disposal of old documents, as approved by supervisor.
5. Confirms with document originators as to the accuracy of documents, up-to-date versions, and other discrepancies and effects required changes to documents, if any, as approved by supervisor.
6. Troubleshoots and resolves document control issues and works with different departments towards the resolution/s of problem/s at hand.
7. Submits reports to supervisor regarding the status of projects related to document control management and other areas of responsibilities assigned by supervisor.
8. Assists in internal document audits and audits from government agencies.
9. Assists in providing international customer requests for product information, etc.
10. Acts as back-up for International Regulatory Associate assisting with preparing documents for shipment and product registration. Also assists International CSA by processing orders and shipments.
11. Performs related administrative and other responsibilities as may be assigned by the supervisor.

Job Requirements:

- Bachelor's (B.A. or B.S.) required.
- At least one year work experience, preferably in document control or related field.

- Self-motivated, self-directing, strong attention to detail and excellent time management skills.
- Strong interpersonal skills and excellent communication skills, both verbally and in writing.
- BatchMaster and Laserfiche experience a plus.
- Basic knowledge of Microsoft Office is required.
- Ability to handle high-volume data entry with both speed and accuracy.

Job Status: Full time / Non-Exempt (Hourly)

Schedule: 9:00 a.m. to 6:00 p.m. with up to one hour unpaid lunch

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to regularly alternate between sitting and standing positions. The employee frequently is required to reach with hands and arms, use hands and fingers to handle controls, computer and mouse; talk and hear. The employee is regularly required to walk, stand, stoop, and lift as required to file documents or store materials throughout the work day. Specific vision abilities required by this job include close vision and the ability to adjust focus. Proper lifting techniques required. May include lifting up to 25 pounds on occasion.

We are an equal opportunity employer.