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a document controller or document manager is responsible for maintaining organized and updated documents for a business their duties include using document management software to upload or scan paper documents retrieving documents for authorized personnel and ensuring document storage to comply with laws and regulations document controllers manage and oversee documents for a particular project or for an entire organization they ensure the proper documents are created and signed that all data is accurate and that documents are stored and backed up and any retention policies are followed learn about the key requirements duties responsibilities and skills that should be in a document controller job description by paul peters updated apr 22 2021 document controllers manage the intake handling and storage of documentation for organizations one of the key responsibilities of a document controller is to manage and oversee document control processes this involves developing and implementing document control policies and procedures ensuring that they are followed by all team members and providing training to team members as needed responsibilities for document controller create systems to manage company documents ensure that all documents are up to date conduct company audits to ensure documents are being followed work with auditors to maintain iso status train employees on how to use and access the documents remote 120k

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document controllers manage and oversee documents for a particular project or for an entire organization they ensure the proper documents are created and signed that all data is accurate and that documents are stored and backed up and any retention policies are followed

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