



JOB DESCRIPTION

DOCUMENTATION CONTROLLER

Department: Quality

Reports to: Quality Supervisor

The **Documentation Controller**, whilst reporting to the QA Supervisor at a Cork Facility, will have a hand in creating and managing manufacturing and production records. They will oversee document reviews to ensure compliance with quality standards. The right person for this role will have experience and be confident in conducting internal audits of the company's quality management systems

Duties and Responsibilities

- Compilation of product handover packages and co-ordination of product certification
- Use of various client portals for distribution of documentation
- Timely distribution of latest revision level documentation to all appropriate users and ensure that obsolete documentation is removed from distribution.
- Maintain a documentation system to ensure compliance & fast retrieval of documents.
- Responsible for training employees on records management procedures and policies, which include documentation, and retention.
- Support customer and ISO audits
- Support development and set-up of continuous improvement initiatives
- Ensure audit compliance of project documentation in conjunction with engineering team.

Education, Skills, and Experience required.

- Minimum of 1 years' experience preferably in a manufacturing environment with quality management systems
- Organised with strong attention to detail.
- Capable of efficiently prioritizing workloads and managing tasks effectively.
- Extensive knowledge of Microsoft Office
- Excellent presentation, communication, and interpersonal skills
- Ability to work effectively on own initiative and in a team environment with commitment to personal and professional development.
- Ability to always maintain confidentiality.
- Demonstrated Good Documentation Practices and compliance with procedures.