

## Document Controller

Document controllers are responsible for the workflow and record keeping of electronic or hard copy documents, either for a special project, department or an entire organisation. They prepare, move, organise and file all technical or commercial documents, and make sure they comply with legal and business regulations.

### The Work

You could be:

- identifying and numbering documents that come into the department or organisation
- using an electronic document management system (EDMS) such as Sharepoint, to index, store and retrieve a wide variety of document types (for example, security, training records or engineering drawings)
- converting paper documents to digital format by scanning them using software linked to the EDMS
- reviewing documents, checking they comply with regulations, creating revisions and archiving outdated versions
- distributing documents to the relevant people, departments or organisations, and letting them know when they need to take action on a document as part of a process
- creating master document templates and forms, and training employees how to use them
- preparing and updating document control procedures for the company
- making sure that departments are following the correct procedures in the document flow process
- perhaps carrying out administration duties for specific departments or teams in the organisation.

### Pay

The figures below are only a guide. Actual pay rates may vary, depending on:

- where you work
- the size of company or organisation you work for
- the demand for the job.

Starting salaries for document controllers are around £23,000 a year, rising to around £28,000 with experience. Senior document controllers can earn up to around £40,000 a year.

### Conditions

- You would be based in an office.
- Your hours would normally be regular, 9.00am-5.00pm, Monday to Friday, although in some sectors this could be more.
- You may have to work overtime to meet certain project deadlines.

### Getting In

- There is no single route into this career.

- Many entrants move into this job from an entry level position, such as an administrator, and gain experience as a trainee.
- To get into an entry level position, you normally need at least 4 or 5 subjects at National 5 including English and Maths.
- Some employers expect document controllers to be graduates in a subject related to their industry. This could be in a science, engineering, IT or business administration subject.
- A qualification in an information management or librarianship subject can also be useful.
- Entry to HND (SCQF Level 8) courses are usually 1-2 Highers, and degrees (SCQF Levels 9-10) generally 4-5 Highers including English and/or Maths. Check institutions' websites for individual entry requirements.
- You need excellent IT skills, and experience of using software such as the Microsoft Word, Excel and Adobe Acrobat.
- A driving licence could be useful.

Document controllers mainly work in engineering, construction or manufacturing industries, but also work across a wider range such as the oil and gas, utilities and medical industries.

## What Does It Take

You should have:

- excellent organisational skills
- good written and verbal communication skills
- good multitasking skills
- good attention to detail.

You should be able to work:

- as part of a team
- on your own initiative
- in a methodical manner.

## Training

- Training is mainly on the job.
- You would learn to use specialist software for scanning and converting documents, such as CAPSYS Capture or Xerox Docushare, as well as the document management system.
- You may have to go on training courses that are specific to document control procedures in the industry that you are working in.

## Getting On

- With experience you could be promoted to a senior or lead document controller where you would manage a team of document controllers in an organisation.
- You could move on to become a document control manager, where you would lead a department.

## Contacts

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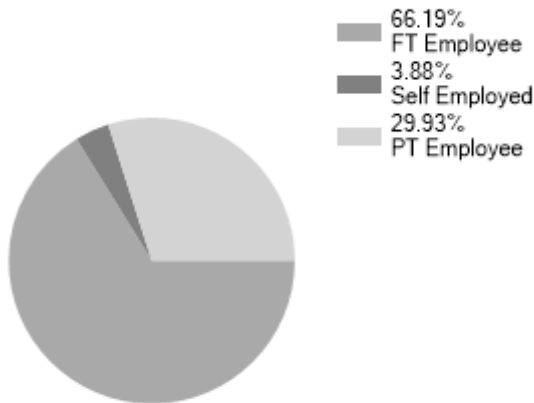
Website: [www.goconstruct.org](http://www.goconstruct.org)

X: @GoConstructUK

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## Statistics

Employment Status UK %

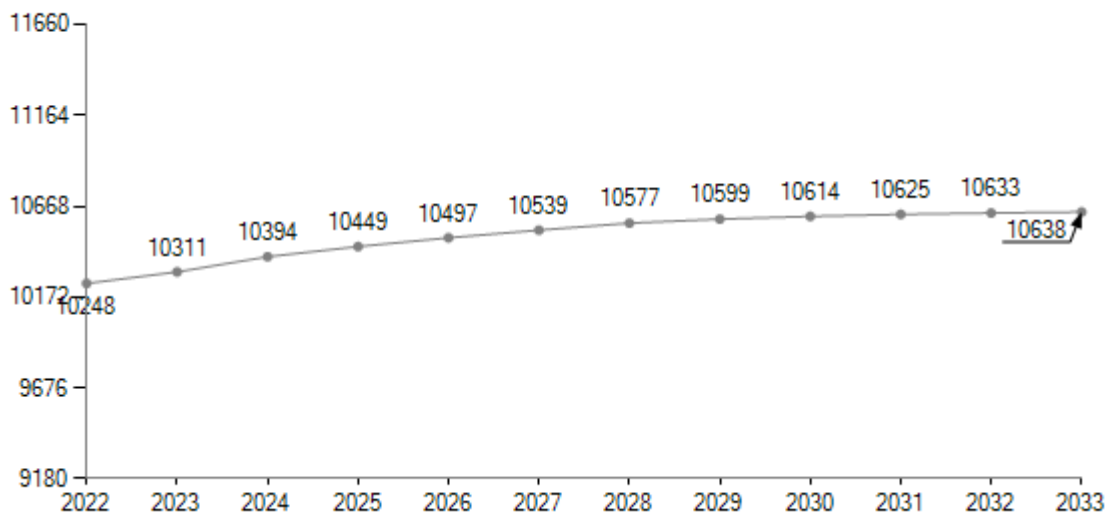


Past Unemployment - Scotland

No Claimant statistics available for Scotland.

LMI data powered by [LMI for All](#)

Predicted Employment in Scotland



LMI data powered by [Lightcast](#)