

Document Control Specialist

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Company: Accreditation Commission for Health Care (ACHC)

Location: Cary

Category: other-general

ACHC is currently looking for a highly organized self-starter to join our Quality team. The ***Document Control Specialist*** is responsible for the overall management, maintenance, and processing of all controlled company documents. The detail-oriented ideal candidate should excel in time management and troubleshooting, thus ensuring accuracy, standardization, functionality, and compliance with internal standards. S/he will interact with both Managers and Staff company-wide and should also possess a positive and flexible outlook which fosters excellent and productive communication.

Responsibilities include:

Manage ACHC controlled document process

Ensure consistency and standardization of all documents

Assist management staff with the creation and implementation of forms and related processes

Educate and provide continuous support to improve the accuracy and efficiency of the document management process

Manage the document process in SharePoint, including administration of workflows related to creating, revising, and obsoleting documents

Standardize document management ensuring accuracy, quality, and integrity

Lead projects related to major updates/changes that impact documents and provide status updates as requested

Provide expertise in Microsoft Office and Adobe products to create professional looking templates, form-fill documents, and design automated forms by collaborating with the Marketing Department as needed

Work with IT to determine requirements for automated documents and facilitate the implementation and testing of such documents

Implement and manage a periodic review process for organizational documents

Compile monthly metrics pertaining to number of documents processed, cycle times, error rates, and other pertinent data as functionality becomes available, shares findings and develops teaching plans and action plans

Lead projects associated with continuous improvement of the document management process

Conduct Quality Departments audits as assigned

Conduct administrative, quality and/or other tasks as assigned to meet organizational needs

Job Requirements:

Associate's degree required, with 1-3 years previous experience in Doc Control/ Quality Assurance strongly preferred

Microsoft Office Certification preferred

Working knowledge of the Document Control function or background in Quality Assurance/Performance Improvement a must

Advanced working knowledge of Microsoft Word, Excel, and Adobe PDF experience using SharePoint or similar database software is critical

Proven success in previous experience with functions requiring attention to detail, self-

direction, and the ability to independently troubleshoot/problem-solve

Ability to prioritize and manage time well while juggling multiple tasks, also effectively tracking a variety of updates and deadlines

Must have exceptional interpersonal communication and writing skills, with comfortability in interactions with all company levels and functions

This position is located in Cary, NC with hybrid remote-working privileges.

Compensation includes base salary + bonus. To be considered, qualified candidates should reply with a resume and also include desired salary expectations.

At ACHC we aim to hire only the best. As a non-for-profit company with a rapidly growing base of influence within our markets, our philosophy is rooted in innovation, best-in-class customer service, integrity, and, quite simply, excellence. Our visionary market sensibility coupled with a workplace that was recognized nationally as a 2017 Best Places to Work award recipient, ACHC provides a competitive salary along with a comprehensive benefits package featuring 100% paid Medical, Dental, and Vision benefits for individuals. If you consider yourself a goal-oriented leader who would like to be part of a fun-loving, committed team of professionals who each play a vital role in providing our customers with the industry's best customer service experience, we would love to have you join us.

Accreditation Commission for Health Care is an Equal Opportunity Employer.

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