

# Document Management Specialist (MAT Leave Replacement)

Full Time, Montreal, QC

## Position Summary

The Document Management Specialist provides support to the Manager, Documentation and Promotional Material, to assure a uniform and standardized filing convention is applied to support the efficient organization, filing, distribution and storage of documentation on the company server and in SOLABS QM (the Enterprise Quality Management Software) as required and aligned with Good Documentation Practices; and ensures optimum archiving and orderliness of the totality of the Company's documents. The incumbent will manage privileged and confidential documentation and /or reports, records and coordinate the distribution and filing of documentation for several teams within Medical Affairs, Regulatory Affairs, Quality Assurance and Compliance and for other departments within the company as may be required.

## Key Responsibilities

- *Organization, retention and orderliness of documents*
  - Manages privileged and confidential electronic and paper documentation and coordinates the distribution and filing of documentation for several team members and departments within Medical Affairs and other functional areas within the company.
  - Ensures proper filing according to an established and standardized filing and naming convention for all files and documents; and follow-up on different documents with the team members (ex. for storing on the server and in SOLABS).
  - Provides support for the use of databases and software.
  - Provides training to employees on databases e.g. SOLABS.
  - Converts different documents in other software, and formats texts as needed.
  - Manages documents (version control to ensure final copies are retained; data entry, scanning, categorization and archiving).
  - Maintains the Medical Affairs' data and conducts the necessary follow-ups with team members to ensure final versions are filed.
  - Internationally dispatches various documents to global colleagues.
  - Coordinates external archiving and safeguards confidentiality for the destruction of the Company's documents.
- Performs any other documentation management tasks as requested by management.

## External Customers

- U.S. and EU partners, suppliers, sub-contractors.
- SOLABS provider; database providers; any other third-party providers.

## Qualifications Required

- College degree in administration or job-related field.
- University degree in Science and scientific knowledge are an asset.
- Experience in document control and electronic management of documents, reports and submission related documentation.
- Very good knowledge and application of Good Documentation Practices.
- Experience in archiving of documents.
- Excellent computer skills and knowledge of Word, PowerPoint, PDF, advanced Excel and Outlook.
- Internet proficiency.
- Bilingual French-English, spoken and written.

## Personal Qualities Specific to Position

- Attention to detail
- Analytical capabilities and ability to synthesize information
- Speed of execution
- Attention to quality
- Sense of logic
- Autonomy and initiative
- Verbal and written proficiency
- Proficiency for the electronic management of documents
- Planning and organizational skills
- Very good interpersonal skills
- Ability to manage multiple documents at once
- Thoroughness in accomplishing tasks

## Personal Qualities for all Staff

- Ability to set goals and individual objectives and meet deadlines
- Ability to prioritize
- Ability to generate ideas and find solutions
- Ability to work independently and in a team environment
- Team spirit and willingness to assist team members
- Versatility and flexibility

### What Thera offers -

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