

<p><b>Job Summary</b></p>	<p>The Document Controller and Data Encoder will be responsible for managing and controlling the flow of documents within the organization as well as encoding data into the company's systems. This role requires attention to detail, strong organizational skills, and the ability to work with different software applications.</p>
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<p><b>Main Responsibilities</b></p>	<p>Creating, maintaining, and updating documents: The Document Controller and Data Encoder will be responsible for creating new documents as needed, maintaining existing documents, and updating them as necessary. This includes ensuring that documents are properly formatted, organized, and tagged for easy retrieval.</p> <p>Document distribution: The Document Controller and Data Encoder ensures that documents are distributed to the relevant individuals or departments within the organization in a timely manner. This includes both physical and electronic distribution of documents.</p> <p>Document version control: The Document Controller and Data Encoder is responsible for ensuring that the most up-to-date version of a document is available to those who need it. This involves maintaining version control and ensuring that obsolete versions of documents are removed from circulation.</p> <p>Document archiving: The Document Controller and Data Encoder is responsible for archiving documents that are no longer needed but must be retained for legal or regulatory purposes. This includes ensuring that documents are stored securely and are easily accessible when needed.</p> <p>Document retrieval: The Document Controller and Data Encoder is responsible for ensuring that documents are easily retrievable when needed. This includes maintaining an organized and efficient document management system that allows users to quickly locate and access the documents they need.</p> <p>Data Encoding: The Document Controller and Data Encoder will also be responsible for encoding data into the company's systems. This includes accurately inputting data, ensuring data integrity, and maintaining data security.</p> <p>Compliance: The Document Controller and Data Encoder is responsible for ensuring that all documents and data are compliant with legal and regulatory requirements. This includes ensuring that documents and data are properly formatted, contain all necessary information, and are stored and distributed in accordance with applicable regulations.</p>
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# Job Description Form



## Educational and Experience

### Requirements / Skills

- Bachelor's degree in a related field (such as business administration, information technology, or document management) or equivalent experience
- Strong organizational skills and attention to detail
- Experience with document management systems and data encoding software
- Knowledge of legal and regulatory requirements related to document and data management
- Excellent communication and interpersonal skills

### Computer Skills:

- Word processing, Spreadsheets, Internet software, E-mail, Inventory, Database software.

### Languages

### Language Ability:

- English: Read, Spoke and Written
- Arabic: Read, Spoke and Written is a plus

### Personal Attributes

### Protect the company's brand image and follow confidentiality

- Responsibility to keep the company's good brand image, irrespective of where they are working (at the site or office) by wearing proper attire as per the procedure of ACTS, be presentable at the workplace and keep their workplace neat and tidy. Responsible to follow the confidentiality and impartiality procedure of ACTS.

# Job Description Form



Employee Acknowledgement					
<b>Name</b>		<b>Signature</b>		<b>Date</b>	

HR Acknowledgement					
<b>Name</b>		<b>Signature</b>		<b>Date</b>	