



Freudenberg Medical Ireland Limited



#JOB-2430311



Eastát Bhaile An Tsagairt, Spiddal East,
Spiddal, Co. Galway, H91 TRF6



No of positions : 1



Paid Position



39 hours per week



34000.00 Euro Annually



22/01/2026



19/02/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : mairead.williams@freudenbergmedical.com



Open your camera
app & point here
to view this ad
online



Document Controller

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Responsible for Document Control processes. Provide expertise and guidance in documentation requirements to all departments, utilizing independent judgment.

The Document Control position is responsible to expedite, review and process changes to new and/or existing documents using electronic (or paper-based) documentation systems.

Responsible for overall coordination of the change control process (including training) within the company.

Assists GDP/GMP activities and corrective actions within the organisation to create a proactive Document Control system.

Ensure that the Document Control processes meet quality requirements and regulatory requirements.

Lead the change control process after proposed changes have been agreed upon.

Facilitates the review and release of Engineering Orders – change control process.

Identify and implement improvements to the Document Control process and tools.

Process change control orders in a timely manner according to company needs.

Ensure that the Document Control processes meet quality requirements and regulatory requirements.

Review changes to documents for compliance with document control requirements.

Facilitate review and approval of new or revised controlled document releases.

Identify and implement improvements to the Document Control process and tools.

Educate and assist controlled document users with document control compliance requirements.

Monitor document control compliance to ensure revisions in use are correct and compliant.

Requirements 3rd level qualification or 2-3 years relevant industry experience in a regulated manufacturing/administrative environment.

Excellent communication skills both verbal and written.

Exceptional attention to detail.

Positive attitude in dealing with people.

Ability to learn and adapt to various situations.

Proficient in the use of Microsoft Office applications, Word, Excel, PowerPoint.

Experience working with Electronic Quality Management Systems e.g., Master Control a distinct advantage.

Ability to work under minimal supervision.

- **Sector:** manufacturing

Career Level

- Experienced [Non-Managerial]