

Job Description – Documentation Executive



Project Role

Documentation Executive - Responsible for managing, maintaining, and ensuring accuracy of project documentation from initiation to final submission, supporting compliance, customer requirements, and operational efficiency.

Designation

Documentation Executive

Skills Required

- Attention to detail and accuracy in documentation
- Fast and precise typing skills
- Strong organizational skills for record management
- Proficiency in MS Office tools (Word, Excel, PowerPoint)
- Knowledge of document control systems and portals
- Effective communication and coordination abilities

Must Have Skills

- Data entry accuracy and verification
- Document management and filing systems
- Confidentiality handling with integrity
- Compliance knowledge (ISO/OSHA/QMS preferred)
- Customer coordination for document submissions and approvals

Good to Have Skills

- Experience with ERP systems or project management tools
- Basic knowledge of engineering/technical documentation
- Ability to prepare reports and summaries
- Process improvement mindset

Work Experience

1–3 years of experience in documentation, data entry, or project support roles. Prior exposure to manufacturing, engineering, or service industries preferred.

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Work Location

Pune, Maharashtra – Customer Site

Educational Qualifications

Bachelor's degree, Business Administration, Engineering, or related field. Diploma holders with relevant experience may also apply.

About Elevanta Systems

Elevanta Systems Pvt. Ltd. is a precision engineering and automation solutions provider based in Pune. With over 30 years of excellence, the company specializes in custom automation systems, precision manufacturing, and turnkey engineering solutions across industries such as automotive, defense, medical, and packaging. Elevanta is known for its innovation, integrity, and impact, serving 500+ clients worldwide with NABL-certified processes and future-ready automation.

What Would You Do

- Own project documentation from award stage to final submission
- Participate in project kick-off meetings to understand customer requirements
- Review technical files before submission to ensure compliance with scope
- Prepare cover pages and manage transmittals between company and customers
- Handle customer comments, prepare resolution sheets, and resubmit revised documents
- Follow up with customers and internal teams to expedite approvals
- Upload documents to customer portals or share via email
- Provide status reports to project managers and customers

What We Are Looking For

- Proactive and detail-oriented professional
- Ability to work independently and manage multiple tasks
- Strong communication and collaboration skills
- Commitment to accuracy, compliance, and deadlines

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Roles and Responsibilities

- Data Entry & Maintenance - Accurate entry and updates in databases
- Data Verification & Quality Control - Review, validate, and correct discrepancies
- Record Management - Organize, archive, and retrieve documents
- Reporting & Documentation - Prepare reports, charts, and summaries
- Communication & Coordination - Liaise with teams and customers
- Confidentiality & Compliance - Ensure secure handling of sensitive data
- Process Improvement - Suggest enhancements for efficiency

Job Role Summary

The Documentation Executive is responsible for accurately entering, updating, and maintaining critical data in company systems and databases. This role requires strong attention to detail, fast and accurate typing skills, and the ability to manage confidential information with integrity. The ideal candidate ensures that all data is entered quickly, consistently, and with minimal errors.

Documentation Executive should take ownership of project documentation from the project awarded stage till final submission. They should be active in project Kick-off meetings to understand the project documentation requirements of the customer. Review plant-issued technical files before submission to ensure they align with the project scope of supply requirements.

Prepare cover pages for documents & manage the transmittal of documents between our Company and customers. Review customer comments shared on documents and prepare comment resolution sheets, discuss with factory or Project Manager, and resubmit revised documents for approvals. Continuous follow-up with customer and internal resources is essential to expedite submission and approval of documents. Upload documents to customer portals or send via email. Provide project document status reports to customers & project managers.