



Document Controller

Job Description

Effectively follow the company's standard operating procedures in submissions and internal distribution of documents. Document referencing control. Asite user administration. Responsible for file validation and document controlling. Document referencing control. Reprographics requests. Media creation for external issues. Implementing processes and tools. Providing system reports. Maintaining and updating electronic information systems. Distributing documents and archiving.

Essential criteria:

Submitting documents punctually and with quality. Ensures that all documents received for issue have no errors in filename, rev, reserved title, other document meta data prior to issue. Preparation of documents and communicating with employees in order to make submissions in accordance with Project Document Control processes. Responsible for coordinating with all departments of the company. Responsible for file validation and document controlling. Other duties identified by the Quality Manager or Document Control Manager.

Coordinate all activities related to the document control procedure, including technical documents, drawings, and commercial correspondence. Input document data into standard registers ensuring that the information is accurate and up to date. Make sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable. Maintain the documents and drawings in the document control office under safe custody without any damage or deterioration with easy traceability. Maintain the files and control logs as required by the project.

Skills & Experience

Document submissions and distribution process via Asite EDMS, Business Collaborator EDMS or alternate EDMS. Ability to keep clear and accurate records and reports. Ability to quickly build strong working relationships with people at all levels and co-ordinate with all departments of the company. Knowledge in use of spreadsheets, database, word processing and selected job specific software. Experience setting up and using electronic document management systems. Ability to use computer and rapidly input data and retrieve records and information. Ability to organise work load and to manage a filing methods and management techniques. Ability to work in clear logical manner, following process and procedure. Ability to work independently or as part of a wider remote and local team. Excellent written and verbal communication and interpersonal skills. High level of accuracy and attention to detail. Ability to meet deadlines without compromising on quality. Participate towards continuous improvement.