

Document Controller

Document control means tracking the pulse of a project and you don't miss a beat. You manage information procedures with surgical precision. Tracking, inputting, retrieving, and checking compliance is your lifeblood, and you thrive on the smooth flow of information. If you're looking to bring a different information system to life, get in touch.

Summary

- Vacancy number: PUB213257
- Market: Oil, Gas & Mining
- Branche: Oil & Gas
- Area of Expertise: Project Management & Services
- hours per week: 45
- Education level: Academic Bachelor
- Closing date: Friday, July 5, 2019

Job description

As a Document Controller with experience on a large and medium-sized projects, you are comfortable working with high volumes of documents in all

formats.

You will use document control processes to track, input, retrieve and record multiple requests for information. Handling documents on a daily basis – and auditing for compliance and signatures – means you can spot any piece out of place.

You will have responsibility for a specific area (such as vendor document control or engineering document control) where you will ensure contractor and supplier documentation deliverables meet contract requirements, and will satisfy project information management needs.

You report what's overdue, what's completed and what's around the corner. You anticipate information management needs, and support those around you to use the systems you create efficiently, in accordance with the overall information management plan and through routine interaction with Project Teams. You will manage project document control activities such as Engineering Notice Changes, ensuring distribution for release and control of project and vendor documentation.

Other Responsibilities

- Receive, process, control and maintenance of Engineering and Supplier documents into the EDMS systems and verify data integrity
- Maintain records and files, prepare forms, retrieve information as requested
- Create and distribute reports, to communicate actionable items and summarize reports
- Coordinate receipts, maintenance and distribution of documents related to project quality, regulatory, classification, statutory certificates and documentation handling
- Participates in Company and Client audits
- Support and train new junior project document control team members as required

About you

Your Education & Experience

- At least 2 years of experience in and a solid understanding of document control fundamentals

Any specialized database management skills is highly desirable; the ability to develop spreadsheets and modify formats in order to independently complete assignments is a key function in this role.

If you are methodical in your working, keep your data accurate and a great team player, apply today. This is a great opportunity for you to fast-track your career.

What we offer

Why work through Brunel? We start with competitive rates, a comprehensive benefits package and a 401k. With Brunel you will gain experience and expertise, building on your skills and developing your career further.

Feel free to contact

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