

Document Control Specialist 100% (m/f)

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Company: Pini Group

Location: Dubai

Category: healthcare-practitioners-and-technical

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Job description

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We are a leading European engineering and consulting services provider with 800 employees and more than 70 years of experience in:

Infrastructure & Transportation

Urban & Cities

Energy & Environment

Digital & Innovation

Thanks to decades of experience on major projects across the European continent, today we can define the underground infrastructure works as the soul of our company.

The key is Glocal

Focus on local know-how and global best practices, enables our multidisciplinary teams to develop smart, cost-effective and sustainable solutions in the various fields of modern engineering, in order to offer high quality services to present and future generations.

We work in several languages and on five continents.

Corporate values

Speed of action, pragmatism, efficiency and a touch of elegance are the hallmarks of our strategy.

In a constantly changing and increasingly competitive world, we do our utmost to develop sustainable solutions for future generations, in complete harmony with our core values: respect, loyalty, professionalism and transparency towards customers and colleagues.

Pini Group, marks a significant expansion into the Middle East with its first office in the UAE. This new establishment underscores our dedication to innovation and engineering excellence, bolstering our position in the dynamic GCC market

For our new office in Dubai, we are looking for

Document Control Specialist - 100% (m/f)

The ideal candidate will have familiarity with engineering documentation and terminology.

The Document Controller assures the suitable codification and organization of data in project folders and Common Data Environment (CDE) Platforms. It implies the deployment and enforcing of workflows during project development, document codification and permanent tracking of design documentation in close cooperation with the Project Manager / CDE Administrator

Responsibilities:

Manage the entire lifecycle of documents, including creation, revision, review, approval, distribution, and archiving.

Establish and maintain document control processes and systems to ensure efficiency and compliance with organizational standards and industry regulations.

Maintain accurate records and track revisions, ensuring that documents are up-to-date and accessible to authorized personnel.

Manage document control system to facilitate efficient storage, retrieval and sharing of documents.

Create the filing structure in the project folder / CDE

Create / Adapt the codification principles for documents

Create / Adapt the codification principles for the attributes of the 3D BIM Models in close coordination with the BIM Manager

Create document templates (reports, minutes of meetings, presentations etc.) and ensure these are used in the project

Assist the Project Team for suitable codification of documents

Training the users of the project folder / CDE (workflow principles, codification etc.)

Create groups and project folder / CDE access matrix for project participants

Enforce workflows for developing project documents and working inside the project folder / CDE

Track the stored data in the project folder / CDE to assure that data is not doubled, and it is stored in the correct folders

Quality control of the Data Drops Packages before delivery (codification, version)

Administration of the CDE solution in close cooperation with the IT Team

Continuously coordinate with document controller counterparts on the Employer / Contractor side

Requirements:

The candidate should have over 5 years of experience in the relevant field.

Proficiency in document management systems.

Strong understanding of industry standards and regulations related to document control (ISO 9001).

Proven ability to prioritize tasks and manage time efficiently in a fast-paced environment.

Degree in Civil Engineering would be an advantage

SharePoint and CDE knowledge represent an advantage

Result-oriented attitude

We Offer:

Opportunity to collaborate with a forward-thinking, synergistic, and innovative team.

Exposure to cutting-edge projects driving Middle East / North African regions development.

Personalized professional growth and developmental avenues tailored to your career

aspirations.

If you would you like to join our highly motivated and very successful team please send us your complete application!

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