

Document Controller

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Company: Archirodon Construction

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

Job Description

We are constantly growing and are currently looking for an experienced **Document Controller**.

Are you ready to travel, be part of and learn from an international dynamic team? Are you a self-motivated Document Controller professional, looking for a new role to get passionate about? Would you like to be part of a dynamic EPC leader with global presence? We'd like to meet you!

Role summary:

In this role, you will be responsible for administering, filing and keeping up to date all tender documentation and deliverables (outgoing/incoming) from Company's Clients, contributing to the operational efficiency of the Tendering department.

What you will need to do:

Document Management: - Organize, categorize, and maintain technical documents, including drawings, specifications, manuals, and reports, both electronically and in hard copy. - Ensure all documents are accurately labeled, indexed, and stored in accordance with company procedures and industry standards. - Implement document control procedures to track revisions, approvals, and distribution of documents

Document Control System: - Utilize document control software to manage the lifecycle of technical documents, including creation, review, approval, and distribution. - Regularly update the document control system to reflect the latest revisions and ensure

accessibility to authorized personnel. - Provide training and support to departmental staff on the effective use of the document control system.

Quality Assurance: - Collaborate with the Quality Assurance team to ensure compliance with regulatory requirements and industry standards for document management. - Perform regular audits of the document control system to verify accuracy, completeness, and adherence to established procedures

Communication and Collaboration: - Liaise with internal stakeholders, including engineers, designers, project managers, and other departments, to facilitate the exchange of technical documents and information. - Communicate effectively with external parties, such as clients, vendors, and regulatory agencies, regarding document-related inquiries and submissions.

Continuous Improvement: - Identify opportunities for process improvement within the document control function and propose solutions to enhance efficiency and effectiveness. - Stay informed about advancements in document management technologies and best practices to drive continuous improvement initiatives. Qualifications: - Bachelor's degree in [relevant field] or equivalent work experience. - Proven experience in document control, preferably within a technical or engineering environment. - Proficiency in document management software (e.g., Documentum, SharePoint, Autodesk Vault) and Microsoft Office Suite. - Strong understanding of document control principles, including version control, metadata management, and change management processes. - Excellent organizational skills with a keen eye for detail and accuracy. - Effective communication skills, both verbal and written, with the ability to interact professionally with stakeholders at all levels. - Ability to work independently with minimal supervision and prioritize tasks in a fast-paced environment.

What you will need to have:

At least 3-6years of experience as Document Controller, preferably in construction industry

Bachelor's or master's degree in any sector it will be appreciated if there is an Engineering Degree

Good knowledge of computer software programs such as, word processors, spreadsheet programs.

Experience with MS Office, SharePoint, TEAMS etc.

Data organization and filing knowledge.

Experience in client portals such as ACONEX, SAP ARIBA, ESIDIS, VENUE etc. would be an advantage.

Basic knowledge of rules for QA/QC checking of documents would be highly welcomed.

Excellent English knowledge

Knowledge of Wrench is a must.

You are someone who:

Display good interpersonal, communication and customer service skills (written and oral)

Possesses organization and time management skills

Can prioritize and execute tasks successfully and on time

Display a team spirit, particularly in a multicultural environment

What is in it for you:

Expat package is on the shelf, yet the real joy comes from being a member of smart and passionate teams, within an international leading EPC Group on a mission that matters. We create mega construction projects - literally around the globe - with meaningful impact on the local communities for the years to come. At Archirodon, you will find a proud, productive and human-centric culture, caring for and building on our people and their development.

Please note that you will be contacted only in case you are shortlisted for an interview. In the meantime, do not hesitate to stay in touch and keep monitoring our and our page! Rest assured that your application will be treated with strict confidentiality and under all applicable data privacy regulations.

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