



<b>JOB TITLE</b>	Document Controller
<b>LOCATION</b>	Westhill, Aberdeen
<b>REPORTING TO</b>	Document Control Team Lead
<b>EMPLOYMENT</b>	Permanent

**DESCRIPTION OF FUNCTION**

Wernink International are resourcing for an experienced Document Controller for our client within the Oil and Gas industry in Aberdeen.

**JOB RESPONSIBILITIES & DUTIES**

- Reviews new sales orders passed by Document Control Team Lead where SDRL documents are required and takes a copy of SDRL requirements for A01 generation.
- Attends kick off meetings where required.
- A01 generation for client approval and manufacturer documentation request within first week of order.
- Liaises with manufacturer weekly / bi-weekly to ensure that documentation remains on schedule.
- Liaise with Document Control Team Lead once per week, to update on current job status and workload.
- Where there are documentation queries on an SDRL request by customer or manufacturer this should be discussed with Sales Person if escalation initially required. Should this not reach a suitable conclusion then escalation to Sales & Operations Director.
- Advise job coordinator where there are any major slippages in documentation to be included in any expediting visits.
- Build final manuals as the job progresses to ensure no final build up.
- Cover other document controllers workload during leave period.

**CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE**

- Ensure all data relevant to any sales order is saved in L drive at the end of the week.
- Good timekeeping.
- Contribute towards achieving company key performance indicators.
- Attend organised product training courses.
- Comply with the companies competency levels.
- Complying with the companies QHSE management policies and procedures in relation to ISO 9001:2015, ISO 14001:2015 & ISO 45001:2015.
- Contribute towards achieving the companies goals and objectives.
- Raising near miss reports where identified.
- Raise corrective actions and improvements where identified.
- Comply with internal risk assessments.
- Secondary school education.
- Progressive experience in a similar environment.
- Working knowledge of computers and software systems.
- Strong interpersonal skills.