

Document Controller (Denmark)

Role Summary:

A Document Controller required for project in Denmark. The ideal candidate should have a minimum of three years' experience working as a Document Controller in an Pharma/ Oil & Gas/EPC firm. Excellent communication and interpersonal skills are must for this role.

Location: Denmark

Start Date: Immediate

Project: Pharma / Petrochemical

Accommodation, flights, transport, and food allowance will be provided by Randridge.

Responsibilities:

- Manage all technical documents for the project regarding quality, revision status, timely receipt and distribution.
- Utilization of database on document control system allowing for tracking of documents, checking of approval loops, revision identification etc.
- Support the Contracts Team to receive, check and validate the drawings, input the drawings & Quality documents into the Database System, verify the metadata of each file and ensure timely distribution of the documents.
- Ensure that circulation durations for distribution list and cycle are tracked and any deviations (delays) are reported, as these may impact the project delivery schedule.
- At certain phases of the project, technical documents (i.e. civil, structural, electrical etc.) must be issued.
- The Document Controller is responsible for collecting the data, verifying the current revision status of the documents and distributing them. (i.e. preliminary, approval, construction, erection and as built documentation etc.)
- Print and file hard copies of the documents and maintenance of updates to the document files.
- Receive and answer emails, input information into the system, create transmittals to recipients, track documentation, and ensure nothing is delayed that would affect the timing of the project.

Skills / Qualifications:

- Native English speaker.
- Has worked as a Document controller with Pharma O&G companies/EPCs handling projects... (at least 3 yrs experience).
- Proficiency in Microsoft SharePoint is a must for this role.
- Proficiency using AutoCAD, Adobe Acrobat, MS Office.
- Well organized and systematic.
- Good communication skills.
- Strong organizational skills.
- Self-motivated and able to work with minimal supervision, good team work skills and strong communication skills.
- Previous experience with document control software (DMS) is required.

Ability to work cross functionally internally, externally, and internationally

To apply please send your most up to date CV to:
joy.barry@randridge.com

Please state the job you are applying for in the subject line of the email.