

Job Specification

Job Title	Senior Document Controller
Permanent/Contract	Permanent
Location (On/Off Client Site/Offshore)	Aberdeen
Salary/ Contract Rate	Competitive rates
Job Description Summary (experience, education, skills, environment)	<p>To provide document control services to Projects, responsibilities include:</p> <ul style="list-style-type: none"> • Senior Document Controller will take responsibility for all documentation relating to their packages or projects • Responsibility for day to day management of Company Document Controllers for their packages or projects • Ensure completeness, accuracy and quality of documentation passed between Contractors and Company • Provide reporting to Engineers and Project Management teams on status and throughput of documentation • Provide ad hoc training to document controllers at both Company and Contractor organisations, and Company Engineers • Provide document control start up for new contracts • Run interim Contractor document control audits • Undertake close out activities • Adhere to the values and principles of the client's Code of Conduct at all times <p>Potential need to travel to contractor site and offshore</p>
Skills (Essentials/Desirables)	<p>Essentials</p> <ul style="list-style-type: none"> • Motivated self-starter • Team player and willing to provide a support role to other members of the team, providing backup in their absence • Accuracy and attention to detail with a systematic and disciplined approach to work • Ability to define and follow process • Ability to impart knowledge / cross-train people • Knowledge of E&P document control best practice • Effective and appropriate level of written and

Experience
(Industry/Hardware/Software)

- oral communication skills
- Customer focused
 - Clear understanding of business processes and drivers involved in managing information
 - Leadership and management of teams up to 4 people
 - Repeated E&P / Projects document control
 - Electronic Document Management Systems (Documentum, LiveLink etc)
 - High level of proficiency in Microsoft applications
 - Training of staff and contractor resources