

Job Description
Job Title: Document Controller
Location: North Slope
Duration of contract:: 11 months
Required start date: October
Number of Positions: 4
Work Description
The Document Controller will provide project and engineering data and document control support in the daily performance and operation of Projects Directorate projects. This position will report to the Document Control Function Lead.
Responsibilities
<p>The duties and responsibilities for this role are as follows:</p> <ul style="list-style-type: none">• Work with other Document Controllers across the Project Directorate to ensure consistency of training, document management process and use of data and document control procedures.• Assess effectiveness of best practices and tools, with a view to continuously improving tools, personal and team performance.• Implement document control processes and tools.• Provide system reports as requested.• Control documentation produced internally and externally.• Maintain and accurately update information in the electronic document management system.• Maintain and distribute documents and comments according to the Project distribution matrix.• Assist and guide project team in the utilization of the electronic data management system and document management process.• Ensure that all documentation, drawings and specifications are up to date and at the correct revision.• Ensure that the document management process is applied through to between project teams or transition to operations.• Deliver key performance indicators (KPIs) for the project and department• Provide a high standard of service across the company• Assist in project transition to operations and archiving activities
Any Other Relevant Information

English fluency required

Local Candidates Preferred