

## Document Controller (f/m/d) - Oil and Gas

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Company: Schultes & Partner

Location: Romania

Category: computer-and-mathematical

The company with headquarter in Vienna (Austria) and subsidiary company in Bucharest (Romania) and branch in Almaty (Kazachstan) is a traditional company for temporary engineering and project management services with proven knowledge.

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A document controller is responsible for the timely, accurate and efficient preparation and management of documents. They control the numbering, sorting, filing, storing and retrieval of both electronic and hard copy documents produced by technical teams, projects or departments.

### Your Responsibilities

The main responsibilities for the position of Document Controller are:

Administers and maintains the document and contract management systems, as applicable, and maintains security of documents according to established security policies and procedures;

Maintains the official project communication register which includes the claims register;

Establishes workflows and monitors documents throughout review processes;

Works across the work stream to ensure processes and tools are implemented as required and assists with related questions/concerns;

Build and report document controlling statistics every week;

Tracks and monitors day-to-day document control activities to organize and ensure that project information is accurate, controlled, transmitted, managed, and archived in alignment

with established policies, procedures, and project requirements;

Ad-hoc other duties as part of Document controlling/ project services or project controls responsibilities;

Assistance in creating the monthly reports.

#### Your Profile

Proficient in Romanian language; Advanced English - mandatory condition;

Minimum 5-7 years of relevant similar experience;

Capacity to integrate with multi-national and national staff (Company and Contractor(s));

Good communication, interpersonal and presentation skills;

Computer literate (Microsoft pack);

Strong Document Management skills.

#### Offer

Stable project position within the group (1,5 - 2 years)

International project environment

Interesting operations

Challenging tasks in Oil & Gas industry

Salary: 3.000,- Euro net per month + Daily Allowances, Accomodation etc.

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