

# **Document Controller**

#### Vaše náplň práce

#### **Position Summary**

Main job functions

The focus of the role is to prepare product documentation, inspection and test plans etc for customers as appropriate. Additionally, maintaining internal systems to create documents and support with reporting and archiving documentation.

#### **Principle Accountabilities**

Duties, Responsibilities and Key Tasks

- Working in the Grimsby location as a key part of the plant quality team
- Perform tasks within the document control procedures and guidelines to ensure accurate, consistent and standardised processes are used within the Document Control team.
- Assist in coordinating on-site inspections by certain Third Party Inspectors.
- Interact with customer portal platforms online.
- Attend on-site pre-inspection meetings with as and when required.
- Act as nominated client contact for document control, including plant visits.
- Review client requirements for submission and retrieval of approval documentation.
- Attend face to face meetings that have a direct impact on Document Control, ie. Contract Review, Delivery and Forecast and Four Month Forecast.
- Maintain up to date records of all approved documents.
- Create documentation for external and internal use.
- Promote Company vision.
- Take a proactive approach with regards to raising any Health and Safety or Quality concerns through the company hazard reporting system.



ID pracovní pozice **REF81784G** 

Obor **Compliance** 

Lokalita **Grimsby** 

Úroveň vedení lidí **Vedení sebe** 

Flexibilita práce **Práce v kanceláři** 

Kontakt **Kimberley Compton** 

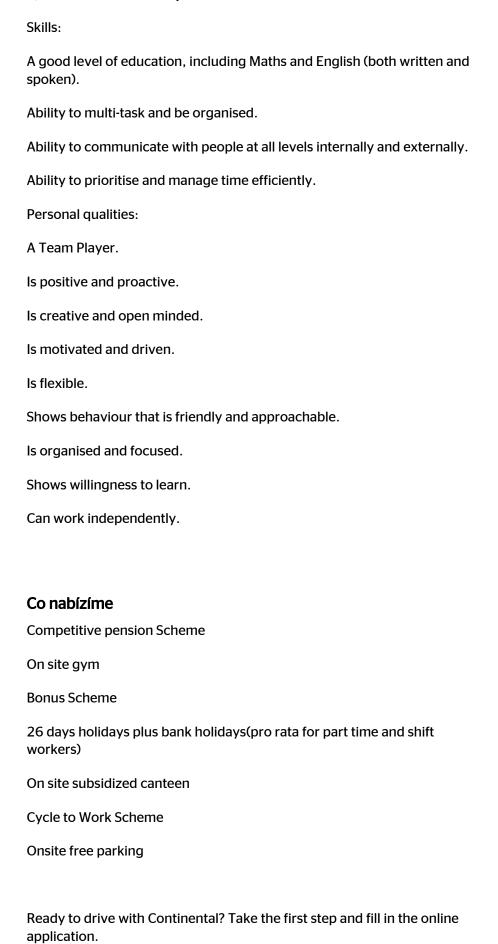
Právnická osoba **Dunlop Oil & Marine Limited** 

#### Váš profil

### **Experience Required**

- Organising and prioritising a range of tasks with different degrees of difficulty within agreed timescales.
- Experience in Document Control within a manufacturing environment preferably Oil and Gas is beneficial but not essential.
- Experience with Microsoft Office, Teams, Excel and word is essential.
- Knowledge of MS Access and/or similar software would be advantageous.

#### **Qualifications / Skills Required**



## O nás

Dunlop Oil & Marine is a world leader in the design, manufacture and supply of hoses for the oil, gas and petrochemical industries, for both offshore and onshore based operations.