

# Document Controller

## Vos activités

### 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.

## Votre 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.



#### Référence

**REF81784G**

#### Domaine fonctionnel

**Compliance**

#### Site

**Grimsby**

#### Niveau de leadership

**Leading Self**

#### Flexibilité du poste

**Onsite Job**

#### Nom du contact

**Kimberley Compton**

#### Unité légale

**Dunlop Oil & Marine Limited**



## **Qualifications / Skills Required**

### **Skills:**

A good level of education, including Maths and English (both written and spoken).

Ability to multi-task and be organised.

Ability to communicate with people at all levels internally and externally.

Ability to prioritise and manage time efficiently.

### **Personal qualities:**

A Team Player.

Is positive and proactive.

Is creative and open minded.

Is motivated and driven.

Is flexible.

Shows behaviour that is friendly and approachable.

Is organised and focused.

Shows willingness to learn.

Can work independently.

## **Notre offre**

Competitive pension Scheme

On site gym

Bonus Scheme

26 days holidays plus bank holidays(pro rata for part time and shift workers)

On site subsidized canteen

Cycle to Work Scheme

Onsite free parking

Ready to drive with Continental? Take the first step and fill in the online application.



## **A propos de nous**

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.