

## Document Control Specialist

For our client in Antwerp we are hiring a **Document Control Specialist**.

### Job description

- ✓ Use Hexagon for electronic document management.
- ✓ Accept, review, ensure quality control and return documents to contractors.
- ✓ Assist engineers with document review and software issues.
- ✓ Communicate with the contractor's document control team for process standardization and resolving errors/issues for particular documents.
- ✓ Prepare and present reports on document status and timelines.
- ✓ Monitor document progress and identify delays, proactively communicate with owner's team and guarantee deadlines are met.
- ✓ Troubleshoot software issues and maintain detailed document histories.

### Your qualifications

- ✓ Experience with electronic document management systems.
- ✓ Strong communication skills, attention to detail, team player.
- ✓ Excellent organizational and analytical skills.
- ✓ Flexibility and adaptability to adjust to changing project requirements.
- ✓ Proactive problem-solving abilities with a drive to take initiative and work independently.
- ✓ Ability to manage time efficiently and work under minimal supervision.
- ✓ Minimum Bachelor's degree in Information Management, Business Administration, Project Management or a related field.
- ✓ Prior experience in document control or a similar role is preferred but not required.
- ✓ Demonstrated ability to work on large-scale projects and adapt to changing requirements.
- ✓ Proven problem-solving skills and willingness to learn.
- ✓ Familiarity with project management principles is a plus.
- ✓ Experience in a multi-stakeholder environment is advantageous.

**Reference:** 3200

**Projectphase:** Construction

**Discipline:** Project Support

**Position:** Document Controller

**Function level:** Senior, Medior

**Region:** (B) Oost-Vlaanderen

**Education:** Bachelor

**Experience:** 3-8 years, 8-15 years

**Type of contract:** Project

**Posted at:** 05-08-2024

**Advisor:** Wenzel Hurtak

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