

Document Controller

For our client in Vlissingen we are hiring a **Document Controller**.

Job description

As a Document Controller, you will be the custodian of all technical documents related to the construction of state-of-the-art naval vessels. You will support the shipbuilding project team by efficiently processing and exchanging all relevant documentation with customers, partners, and subcontractors. You will be responsible for planning, executing, and coordinating internal and external distributions, ensuring compliance with data confidentiality and permissions. Additionally, you will ensure that all exchanged information is accurately registered in the Product Data Management (PDM) and Product Lifecycle Management (PLM) systems.

Key Accountabilities:

In this role, your responsibilities will include:

- ✓ Processing and managing documents and vendor data across various databases (PDM, PLM).
- ✓ Ensuring the timely registration, distribution, and availability of documents to authorized personnel.
- ✓ Coordinating with internal and external stakeholders to resolve document-related issues across sub-projects.
- ✓ Initiating actions to mitigate delays and ensure the timely delivery of (updated) documents and vendor data.
- ✓ Reporting on the status and progress of Document Control activities.
- ✓ Identifying and implementing improvements for Document Control tasks.

Your qualifications

- ✓ 2+ years of experience in document control, administration, and vendor document processing in a technical, logistics, or production environment.
- ✓ Proficiency in PDM (e.g., Enovia) and PLM software.
- ✓ Extensive experience with MS Office, particularly Excel.
- ✓ Bachelor's degree in Business Administration or a related field.
- ✓ Strong attention to detail, proactive attitude, flexibility, and excellent communication skills.
- ✓ Fluent in English, both written and verbal; basic Dutch or German skills are a plus or a willingness to learn.
- ✓ Excellent references, as a security screening is part of the hiring process.
- ✓ Permanent EU citizenship and passport are required. Candidates with only an EU (work) visa or those with dual EU and non-EU nationality/passport are not eligible due to the nature of the projects.

What we offer

[What do we Offer.](#)

Reference: 3370

Projectphase: Engineering

Discipline: Administration

Position: Document Controller

Function level: Senior, Medior

Region: (NL) Zeeland

Education: Master, Bachelor

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

Type of contract: Intentional

Posted at: 29-11-2024

Advisor: Vincent ten Have

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