

(Lead) Document Controller

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

Job description

As the Lead Document Controller, you will oversee the document control processes to ensure they meet the highest standards throughout our shipbuilding projects. Your role will involve fostering a cohesive and standardized working approach within the Document Controlling team, even as each member focuses on different projects. Additionally, you will provide guidance and mentorship to both junior and experienced Document Controllers, serving as a point of escalation for specific challenges. You will also actively contribute as an individual by facilitating the processing and transfer of essential documentation between customers, partners, and subcontractors.

Key Responsibilities

- ✓ Continuously enhancing the document control processes across the organization.
- ✓ Training and mentoring the Document Control team to adhere to best practices.
- ✓ Effectively resolving escalated issues in collaboration with both internal and external stakeholders.
- ✓ Managing the flow of incoming and outgoing documents and vendor information within various databases (PDM, PLM).
- ✓ Ensuring proper registration, distribution, and tracking to maintain document availability for authorized personnel and recipients.
- ✓ Guaranteeing the timely delivery of internal documents and vendor information.
- ✓ Coordinating with internal and external stakeholders (customers, subcontractors, and colleagues) to address document-related challenges across multiple sub-projects.
- ✓ Providing reports on the status and progress of Document Control activities.

Your qualifications

- ✓ Over three years of experience in document control, administration, and processing vendor documents within a technical, logistics, or production setting.
- ✓ In-depth knowledge of PDM (Enovia) and PLM software.
- ✓ Proficient in MS Office applications, especially Excel.
- ✓ A Bachelor's degree, preferably in Business Administration or a related logistical field.
- ✓ Key competencies include accuracy, a proactive mindset, attention to detail, flexibility, and strong communication and interpersonal skills.
- ✓ Proficiency in either Dutch or German (written and verbal) is essential, along with a strong command of English.
- ✓ Strong references are required, as a pre-employment security screening is a standard part of the recruitment process.

Important:

- ✓ Permanent EU citizenship and a passport are mandatory; candidates with only NL/EU (work) visas or those holding both EU and non-EU nationality and/or passports will not be eligible due to the military

nature of our projects.

What we offer

✓ Opportunities for both payroll and self-employed professionals.

[Klik hier voor de Arbeidsvoorwaarden.](#)

Reference: 3296

Projectphase: Engineering

Discipline: Administration, Marine, Procurement, Project Support

Position: Administrator, Coördinator, 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: 17-10-2024

Advisor: Vincent ten Have

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