

Role: Document Controller

Location: Yorkshire

Salary: Competitive

The Role:

Glan Agua are seeking an experienced Document Controller to join our growing water and wastewater business in the UK.

As a document controller, you will be responsible for maintaining the accurate records of company documentation. You could be sorting electronic or hard copies of project documentation and producing reports based on this.

Main Duties and Responsibilities:

- Controlling company and project documentation.
- Following and improving document control procedures.
- Ensuring all documentation meets formal requirements and required standards.
- Sorting, storing and retrieving electronic and hard copy documents on behalf of clients and industry professionals.
- Producing document progress reports for senior managers.
- Conducting regular reviews and document audits.
- Using computers to organise and distribute documents within a company.
- Helping in the planning stages of a specific project.
- Ensure documents are shared at key times to facilitate timely project completion.

Requirements:

- Administration skills.
- Be thorough and pay attention to detail.
- Able to work well with others.
- Customer service skills.
- Able to use your initiative.
- Knowledge of the English language.

To apply for a position please send CV and cover letter to hr@glanagua.ie.