

Document Control Specialist



Locatie **Zeeland, Terneuzen**
<https://www.advertentiax.nl/x-2027564-z>

Inleiding

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

Bedrijfsomschrijving

Nouvall Engineering Services is specialized in project support for the (petro) chemical and maritime industry. We provide expertise in the field of Engineering, Project Management, Maintenance, Shutdowns, Construction and Safety.




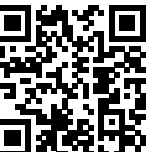






Functieomschrijving

- 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.

- Work 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.



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- 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.

Arbeidsvoorwaarden

Excellent terms, see our website.

Sollicitatieprocedure

Apply via our website and discover the possibilities. [Websiteeasysapply.jobs/r](https://www.easysapply.jobs/r)