

Document Controller (contract)

Working with the wider document control team, we are looking for a Document Controller who will take responsibility for managing, organising, and maintaining all project and company documentation in a secure and efficient manner, and in accordance with NIS Ltd's defined Document Control procedures.

Specific Areas of Responsibility

- Provide a 'gate keeper' service for electronic and paper based communications and document record systems to safeguard our quality assurance standards.
- Deliver a robust, quality assured document control across a portfolio of projects, commencing with information hand over from all departments through to completion of documentation records on individual projects.
- Ensure that documents are accurate, up-to-date, and easily accessible to relevant stakeholders, supporting compliance, quality assurance, and operational efficiency.
- Ensure the appropriate use of Client documentation - format and revision.
- Timely distribution of correspondence; accurate use and maintenance of document registers (as defined by the DC procedures).
- Ensure correct filing, retention and configuration procedures are followed.
- Capture areas of non-conformance and issuing of NCR's (non-conformance report), where applicable.
- Capturing areas for improvement through NIS' Continuous Improvement process.
- In liaison with the Project Manager, manage and record all Project (Contract) correspondence with our external Clients and Stakeholders including the accurate and timely management of all associated documentation.