

Document Controller

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Company: Hays

Location: Brisbane

Category: other-general

Temporary Document Controller Assignment in Inner North Brisbane Are you an experienced word processor with a keen eye for detail? Do you thrive in fast-paced environments and enjoy taking ownership of tasks and projects? If so, we have an exciting opportunity for you Your new company This international aviation provider has established a well respected name within the industry, specialising in a variety of charter solutions. With a diverse fleet of aircraft and a highly experienced team, this company brings knowledge, skills and expertise across the aviation industry and continues to make a significant impact in their field. Your new role You will be embarking on a critical project to migrate documentation from the current Document Library (Air Maestro) to a new cutting-edge Document Management System, WebManuals. Your primary responsibility will be to transfer and develop all existing documents from the old system, into WebManuals, while utilising meticulous attention to detail and ensuring accuracy during the migration process. You will be working closely with the Document Controller who will oversee quality control. What you'll need to succeed Your extensive document control or word processing experience will be highly beneficial, as well as; - Strong experience and familiarity with MS Word and PDF formats - Great initiative and self-motivation with the ability to take ownership of tasks - High attention to detail and accuracy - Reliability and commitment to the entire length of the assignment What you'll get in return In return for your hard work, you'll be rewarded with: - Competitive hourly rate, dependent on experience - Flexible start and finish times - On-site Parking What you need to do now If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or call Aliah Walton now on 07 3259 4907. If this job isn't

quite right for you, but you are looking for a new position, please contact Aliah for a confidential discussion about your office support career. 2857768

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