

Document Controller

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Company: Smart Recruitment

Location: South Australia

Category: other-general

Position Overview: Are you a Document Controller with a knack for engineering documentation? Our client is seeking a detail-oriented individual with a strong engineering background to manage and organise documents with precision and finesse. This is an excellent opportunity to showcase your expertise in document control while collaborating with top engineering professionals. **Key Responsibilities:** Implement and refine document control procedures tailored to engineering documentation standards. Maintain meticulous organisation of both electronic and hard copy engineering documents, ensuring accuracy and accessibility. Collaborate with cross-functional teams to develop and enhance document control databases and systems specific to engineering requirements. Provide comprehensive support and training to team members on engineering document control processes and systems. Produce insightful reports and metrics to monitor and optimise document control activities related to engineering documentation. **Qualifications:** Proven track record as a Document Controller, with a focus on engineering documentation. Strong familiarity with engineering drawings, specifications, and technical documentation. Exceptional organisational skills and an unwavering attention to detail, especially when handling technical documentation. Excellent communication and interpersonal skills, enabling effective collaboration with engineering teams. Knowledge of industry standards and regulations pertaining to engineering documentation would be advantageous. **How to Apply**

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