Document Controller

£28,000 - £34,000 per annum (dependant on experience)

Knutsford

Stopford has an exciting opportunity for a Document Controller to join the team on a full time permanent basis to be responsible for the provision of a comprehensive document control service. You will be responsible for delivering a high standard of customer service to internal and external stakeholders and working with our project Teams to manage the flow and control and documented information.

The Company

Stopford is an international multi-disciplinary consultancy, engineering design and project management services company founded in the UK in 1982. We work with companies around the world in emerging and existing industries, *our ambition is to lead the way in engineering a sustainable world towards a low carbon economy.*

We work with clients and collaborators on everything from fuel switching to fertilisers, delivering tangible impact by tackling major environmental and social challenges. Our work ranges from cutting-edge in-house R&D to first-class professional services – spanning from front-end design to plant commissioning and compliance. We are a diverse group of engineers, technologists, and consultants, united by a shared desire to drive sustainability through innovation.

We have ambitious plans for future growth over the next three to five years supporting our key clients in the renewables and green energies sector and commercialising Stopford's green technology portfolio. We have a significant opportunity to expand our operations in the UK and internationally and the role of Document Controller will support this growth.

Your time will primarily be based at our office at Knutsford.

Employment at Stopford brings many benefits including:

- Competitive salary
- Profit related bonus payment
- Pension
- 25 days holiday plus bank holidays
- Private medical insurance
- Employee assistance programme
- Free on-site parking

The Position of Document Controller

As a Document Controller you will:-

- Manage the flow and control of documented information on projects, including Stopford deliverables, technical queries, vendor and third party documents
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- Working with Project Managers and project teams, ensuring that project documentation is up-to-date and accurate
- Maintain the Master Document Register for the Business Management System
- Work with Management Services and Service Groups to set-up new proposals and projects
- Maintain and update master company technical registers
- Manage the archiving of documented information
- Manage Business Management System templates in MS SharePoint
- Maintain the document numbering system
- Ensure company compliance with the control of documented information policy on projects
- Pro-active in advising when the next review /approval phase of a document is expected

To be successful in the role of Document Controller you will:

- Be proficient in the use of Microsoft Office, including good knowledge of MS Excel
- Have good knowledge of MS SharePoint
- Be able to demonstrate excellent attention to detail and high accuracy when checking documents
- Have excellent organisational and administrative skills when managing documents
- Ideally have experience as a Document Controller in an engineering, EPCM, company
- Have experience with project workflows in engineering projects and managing documents throughout the project lifecycle
- Be proactive and assertive for chasing and sending documents
- Have the ability to act independently, prioritise and influence others
- Have experience with document management software

Please go to our website for a full job description to familiarise yourself with all of the responsibilities, skills and experience required before you apply.

Please note that we do not accept applications from agencies, and you must be eligible to live and work in the UK.

We look forward to receiving your CV for the post of Document Controller.

Closing date: 1 September 2022

Stopford reserves the right to bring forward the closing date if we receive a suitable number of quality applications from which to make a shortlist. Therefore, we would recommended that you apply as soon as possible.

Please note that due to the volume of applications we receive we are unfortunately not able to respond to each applicant. If you have not been called for interview within 3 weeks of the closing date, you should assume that on this occasion your application has been unsuccessful.

Job Description

Post Title: Document Controller

Group: Commercial

Location: Knutsford

Ambition
Our ambition is to lead the way in engineering a sustainable world through the transition to a low carbon economy.

Values
We value professionalism, equality, fairness, co-operation and unrivalled expertise.

Description
The Document Controller is responsible for the provision of a comprehensive document control service, with a high standard of customer service to internal and external stakeholders.
You will report to the Quality Systems Manager in the Management Services Group, working with the Commercial team on the Business Management System. You will also work on our projects, with Project Managers and project teams.

Key Accountabilities/Responsibilities
- Manage the flow and control of documented information on projects, including Stopford deliverables, technical queries, vendor and third party documents
- Working with Project Managers and project teams, ensuring that project documentation is up-to-date and accurate
- Maintain the Master Document Register for the Business Management System
- Work with Management Services and Service Groups to set-up new proposals and projects
- Maintain and update master company technical registers
- Manage the archiving of documented information
- Manage Business Management System templates in MS SharePoint
- Maintain the document numbering system
- Ensure company compliance with the control of documented information policy on projects
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About you
- Proficient in the use of Microsoft Office, including good knowledge of MS Excel
- Good knowledge of MS SharePoint
- Excellent attention to detail and high accuracy when checking documents
- Excellent organisational and administrative skills when managing documents
- Experience as a Document Controller in an engineering, EPCM, company
- Experience with project workflows in engineering projects and managing documents throughout the project lifecycle
- Proactive and assertive for chasing and sending documents
- Ability to act independently, prioritise and influence others
- Experience with document management software

Company Wide Aspects

- Adhere to Stopford's Business Management System.
- Align with and promote Company Values and Ambition

Review

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your role within the organisation and the overall business objectives of the organisation.