

JOB ADVERT

Project Document Controller

Competitive Salary

Knutsford, Cheshire

Stopford are recruiting for a Project Document Controller, to join our Commercial Group to provide a comprehensive document control service. The successful candidate will provide a high standard of customer service to employees and clients. They will work closely with other people within the business to understand the requirements and deliver against these successfully.

You will be based at Knutsford with the requirement to attend site when required. This is a full-time permanent position. However, we will consider applications from those whose preference is for a part-time working pattern.

About Stopford

Stopford's business activities are at the forefront of the energy transition and together with our clients and partners, we are playing our part in tackling the biggest challenges of our time: Energy Security; Environmental Sustainability and Energy Affordability.

Responsibilities of Project Document Controller include:-

- Manage the receipt and transmittal of documents.
- Maintain version control standards.
- Maintain the document register for the project.
- Assisting the project managers and responsible directors with project document management including the maintenance of document issue and receipt registers.
- Assist project teams with Quality documentation.
- Apply numbering convention and branding to documents.

Role requirements

- Proficient in the use of Microsoft office, including outlook, word and especially excel.
- Excellent interpersonal skills, with solid oral and written communication capabilities.
- Excellent organisational skills, ability to multi-task and attention to detail.
- Consistently demonstrate the ability to act independently, prioritise and influence others.
- Experience of working in a document control role.
- Experience of using document control software (desirable).
- Experience of working in the engineering industry (desirable).
- Experience of working on projects providing document control (desirable).
- Eligible to live and work in the UK.
- Full UK/EEC driving licence.

Security Clearance

The successful candidate may be required to achieve and maintain security clearance of at least Security Check level (SC clearance) for other projects within Stopford.

Benefits

Employment at Stopford brings many benefits including:

- Competitive salary
- Profit related bonus payment (10%)
- Pension (5% employer and 5% employee)
- 25 days holiday plus bank holidays
- Additional day off to celebrate your Birthday
- Private medical insurance
- Employee assistance programme
- Free on-site parking
- Reimbursement of professional membership fees
- Long service awards

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 Project Document Controller.

Closing date: 15 June 2025

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 recommend 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: Project Document Controller

Group: Commercial

Location: Knutsford, Cheshire

Ambition

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

Values

Our values guide the way we carry out our everyday activities to achieve our ambition:

- Responsibility – Committed to ethical and responsible actions
- Innovation – Innovation to create sustainable value
- Unrivalled expertise – Delivering a world class service
- Inclusivity – Working together with mutual respect
- Sustainability – Awareness at every opportunity

Description

The Project Document Controller is responsible for the provision of a comprehensive document control service with a high standard of customer service to employees and clients. They will work closely with other people within the business to understand the requirements and deliver against these successfully.

Key Accountabilities/Responsibilities

- Manage the receipt and transmittal of documents.
- Maintain version control standards.
- Maintain the document register for the project.
- Assisting the project managers and responsible directors with project document management including the maintenance of document issue and receipt registers.
- Assist project teams with Quality documentation.
- Apply numbering convention and branding to documents.

Minimum Requirements – Education and Experience

- Proficient in the use of Microsoft office, including outlook, word and especially excel.
- Excellent interpersonal skills, with solid oral and written communication capabilities.
- Excellent organisational skills, ability to multi-task and attention to detail.
- Consistently demonstrate the ability to act independently, prioritise and influence others.
- Experience of working in a document control role.
- Experience of using document control software (desirable).
- Experience of working in the engineering industry (desirable).
- Experience of working on projects providing document control (desirable).
- Eligible to live and work in the UK.
- Full UK/EEC driving licence.

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.