



**EXPERTO EN DOCUMENTACIÓN TÉCNICA PARA EMPRESA DE GAS Y PETRÓLEO (Mínimo: un año de experiencia en puesto similar).
OFICINA TÉCNICA EN CÁDIZ (INGLÉS)**

Document Controller for a Norwegian oil and gas company with location in Cadiz (Spain)

Assignment description:

Participate in the process of establishing and implementing routines and applications for capturing, handling, storing, distribution and archiving of documentation in the project

- Ensure effective and traceable flow of technical documentation between the different parties within the project
- Maintain electronic and physical project contract archive, including administrative documentation from contractors
- Perform quality check of technical documentation with regard to numbering, readability of file formats, verification/revision identification etc.
- Inform and train project members in the use of document management- and document control routines and systems
- Perform verification activities with regard to technical documentation handling routines
- Perform other document related tasks as agreed upon with Document Manager

Competence requirements:

1–3 years higher education and 1–7 years relevant experience.

Experience from the oil and gas industry is a great advantage, but not a requirement.

Experience:

Experience from handling administrative, technical engineering or supplier documentation, and with document management systems

Language requirements: **Fluent in English**, oral and written

How to apply?

Send your CV and application IN ENGLISH to sskage@manpower.no. Copy to pergarrf@jcy.l.es

REF. Document Controller

Working hours: 40/week. 12 months contract

Starting date: ASAP

Salary: Upon agreement, according to Norwegian standards

You must arrange your own accommodation.

Contact person: Sigrid Skagemo Schibbye. 0047-922 44 687 sskage@manpower.no