

Document Controller

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Company: SGS

Location: Beira

Category: other-general

Job Description

The main propose and responsibility of Document Controller is the document controlling on behalf of the Owner and in coordination with Owner's Project Management Team of all Contractor's activities on Site

Qualifications

Education

Degree in Computer Science Engineering (IT), Data Management, Mechanic Enginner or other relevant qualification.

Experience

Minimum of 8 years in similar position or equivalent Electronic Document Management System (EDMS).

Solid experience in Electronic Document Management System (EDMS) and exposure in field services.

Advantage will be given to Background in solar photovoltaic sector projects

Competencies

Computer Skills with the use of computer systems and applications such as business intelligence, MS word, MS Excel, and PowerPoint.

Fluent in Portuguese and English

Ability to act independently and to coordinate several activities simultaneously.

Ability to interact with all levels of management and stakeholders.

Strong analytical skills

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