

Document Controller

As a Document Controller, you play a crucial role in ensuring the accuracy, consistency, and accessibility of documents within our organization. You contribute to the success of projects and processes by ensuring that the right information is available to all stakeholders at the right time.

What will you do?

As a Document Controller, you are responsible for managing, organizing, and controlling documents within our organization. You ensure that all documents are accurate, consistent, secure, and accessible throughout their entire lifecycle.

Your responsibilities include:

- Creating, updating, and revising documents according to organizational guidelines and procedures.
- Reviewing and approving documents to ensure they meet established standards and quality requirements.
- Distributing documents to relevant stakeholders within and outside the organization and ensuring they are accessible at the right locations.
- Maintaining an organized and structured document management system, including setting up and maintaining a Master Document Register (MDR).
- Monitoring and enforcing version control to ensure that users always have access to the most recent version of documents.
- Archiving obsolete documents and regularly backing up the customer system to ensure document integrity.
- Acting as a point of contact for documentation-related queries and providing support to users in finding relevant information.

Where will you work?

You will work in Roermond or Maasvlakte and report to the Director of Projects.

Who are you?

- HBO level by education or experience.
- Excellent organizational skills and attention to detail.
- Good communication skills, both orally and in writing in Dutch and English.
- Familiarity with document management systems and software.
- Ability to work to strict deadlines and under pressure.
- Knowledge of relevant laws and regulations regarding document management is a plus.
- Experience in a similar role within an organization is desirable.

What does SIF offer you?

- Attractive salary and benefits package.
- Contract for 1 year, with the possibility of a permanent position.
- Good pension scheme.
- 25 vacation days and 13 ADV days.
- Training and development opportunities.
- A friendly team and a pleasant working environment.
- A place where you can continue to grow and develop.
- Impact on the energy transition and sustainability of the Netherlands and Europe.

Your development at Sif

In this role, your expertise has a direct impact on how Sif contributes to the energy transition. Sif is a wonderful company with strong growth ambitions. A place of craftsmanship, where there is plenty of room to show your entrepreneurship and continue to develop yourself. At Sif, you have a direct impact on the energy transition and contribute to a greener world.

Interested?

Apply directly via the form below. If you have any questions about this position, you can contact us via recruitment@sif-group.com or one of our recruiters.