

JOB ADVERT

Senior Document Controller

Competitive

Mere Hall Knutsford

Stopford has an exciting opportunity for a Senior Document Controller to join the team at Mere Hall, Knutsford

The Company

Stopford is an international energy and environmental engineering company, our professional services span Technology & Innovation, Consultancy, and Project Management. We are an industry leader with a portfolio spanning research and development through to design and commissioning of process technology. With worldwide clientele in emerging and existing industries, we provide expert consultancy services to our partners, supporting them in their drive toward a sustainable, low carbon economy.

You will be based either at Mere Hall, Knutsford offices with occasional travel to our subsidiary office at Keele University

This is a fantastic opportunity to join us as the Senior Document Controller and work with highly skilled professionals who are constantly striving to deliver excellence and best practice.

The Benefits

- Competitive Salary
- Pension
- 25 days holiday plus bank holidays
- Private medical insurance
- Employee assistance program
- On-site parking
- Professional Membership fees

The Role:

The 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 Responsibilities:

- Manage the receipt and transmittal of documents
- Maintain version control standards
- Maintain the Master Document Register for the Business Management System
- Assisting the project managers and responsible directors with project document management including the maintenance of document issue and receipt registers

Areas of Responsibility

- Use document management software such as Huddle, ProjectWise
- Assist the Quality Systems Manager with document review
- Assist the Quality Systems Manager with desktop audits
- Maintaining the company standards and national standard registers. This also involves issuing the standard to staff
- Maintain the archiving system
- Maintain the Business Management System templates
- Apply numbering convention to documents

About you

- 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 (preferable)
- Experience of working in the engineering industry
- Hold a valid UK/EEC driving licence

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

To apply, please email your CV to careers@stopford.co.uk and quote job reference SDC2021

If we think you have got potential, we will be in touch within 10 working days.