

## Document Controller

Voor een grote fabriek in Zeeland zoeken wij een **Document Controller** .

### Job description

Consultant will work within a project team responsible for handling the overall Nitric Acid 6 project. This project consist of 3 following major subprojects executed in the same project revamp window:

- ✓ Burner replacement project (replacement of 2 new ammonia burners, pumps, piping and related automation and electrical works).
- ✓ Replacement of cooler condenser and acid separator.
- ✓ Electrification project (removal of the steam turbine and installation of new high voltage electrical motor, inclusive all related mechanical electrical, instrumentation and piping adjustments to be made).

Key activities will include:

- ✓ Administration of DMS systems, establish routines for handling of correspondence (transmittals), follow up of documentation review and comments both internally and externally.
- ✓ Keep an updated master document register, ensure all incoming documentation is coded in accordance with contractual requirements.
- ✓ Control and follow-up WF's (Work flows) for review, check & approval and control due dates are met.
- ✓ Focal points for Yara and the project team for any issues related to DMS.
- ✓ Coordinate all correspondence from all contractors and other stakeholders to DMS.
- o Administration of folders in preparation for handover to operations.
- o Administration and management of all IT hardware and software at site.

Project assistant activities:

- ✓ Assisting the project Manager and his team in making, correcting project documents.
- ✓ Assist the project and procurement team in SAP activities such as, making project requisition, smaller PO's and follow-up of invoicing.
- ✓ Ensure correct use of project site offices for the team.
- ✓ Assist the team to request visitor access to the site.

### Your qualifications

10+ years of experience.

Living in the area of Zeeland , or willing to commute.

VCA++ certificate required to work from site.

**Reference:** 3115

**Projectphase:** Construction

**Discipline:** Project Support

**Position:** Document Controller

**Function level:** Senior, Medior

**Region:** (NL) Zeeland

**Education:** MBO/TSO

**Experience:** 8-15 years

**Type of contract:** Project

**Posted at:** 26-04-2024

**Advisor:** Michiel van de Voort

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