

DOCUMENT CONTROLLER

NextGeo has recently been awarded a number of key projects; therefore, we are looking to further strengthen our team by recruiting a Document Controller to work closely with the project management and commercial teams to create and file documents ensuring each revision is up to date, formatted correctly, and in line with company and client's review protocols.

**Posted:
14/02/2023**

We can offer you great personal growth opportunities, exciting projects, an extremely accessible senior leadership team and a fun yet professional working environment. NextGeo boasts a comfortable working environment 15 minutes' walk from Norwich City centre with ample parking.

**Closing:
13/03/2023**

Competitive salary

Responsibilities will include, but not limited to:

- Ensuring document revisions are documented and kept up to date
- Updating punctually the projects MDRs
- Working with project teams in order to ensure that documents lay-out and transmission modalities are meeting the clients' requirements
- Uploading the project documents on clients' or NextGeo's document exchange platforms and/or ensure proper transmission to clients and internal circulation to project team
- Transferring clients' comments to documents within the project folders
- Developing templates to drive consistency

Desired experience/qualifications include:

- Good level of higher education qualifications
- Excellent MS office skills
- Working in a similar role/project support.
- Working for a service-based international organisation

The right candidate will:

- Demonstrate attention to detail
- Be well organised
- Be able to prioritise
- Be able to influence people to get things done
- Be a strong relationship builder
- Be commercially astute

To apply, please submit your CV to recruitment@nextgeosolutions.com using the subject heading: Document Controller 005/23