



Document Controller



Contact

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JOB DESCRIPTION

Document Controller Shall

1. Experience as document controller and secretary.
2. Well conversant with excel program and other Microsoft office software.
3. Prior experience with Engineering companies or large scale EPC contractors would be an advantage.
4. Should be conversant with written and spoken English language.
5. Maintain engineering documentation library by properly updating document when received.
6. Maintain document receipt by appropriate logs
7. Proper tracking of received and issued document.
8. Managing "Management of Change" filing, tracking, and update and reporting.

QUALIFICATION

1. Bachelor degree in Science.
2. Minimum 8 year's experience
3. Well conversant with Microsoft office packages.
4. Basic understanding about process plant and engineering programs.
5. Ability to manage and organize the updating of electric files.
6. Excellent planning and organizing skills.
7. Expertise in Excel program.
8. Good communication skills.