

## Document controller – Technical department

### Description

CIS GAZ, operates in the natural gas industry and specializes in the execution of pipelines. We specialize in the execution of surface technological installations, compression stations and natural gas collection pipelines, the execution of natural gas transport pipelines and their related compression stations as well as the execution of connections and natural gas regulation-measuring stations.

### Responsibilities

- ☐☐ Receives and issues documents under transmission, externally and internally in accordance with the document distribution matrix.
  - ☐☐ Ensures that all engineering documents are well-checked and submitted on time before the document submission deadline;
  - ☐☐ Ensures all documents are error free in file names, revisions, submissions, etc. before sending them to the recipient department / party to avoid confusion.
  - ☐☐ It is ensured that there are controlled copies of the latest approved documents and drawings and they are given to the appropriate personnel, contractors and suppliers, as appropriate.
  - ☐☐ Develops and maintains the project department's document control register.
  - ☐☐ Records all documentation between project department, contractors, suppliers and independent consultants in construction control..
  - ☐☐ Maintains up-to-date records of all documents and approved drawings in the document.
  - ☐☐ Archive and file server with easy traceability.
  - ☐☐ Print and distribute documents as needed.
  - ☐☐ Maintains control files and logs as required by project procedures.
- ☐☐ Receives and distributes communications related to the submitted documents.

### Qualifications

- ☐☐ University degree in engineering, economics or administration.
- ☐☐ Familiar with capital project phases and basic document filing and management methods.
- ☐☐ Computer skills – MS Office – Word, Excel, Outlook; AutoCAD.
- ☐☐ Minimum 1 year of administrative experience.
- ☐☐ Minimum 3 years experience in the same role.
- ☐☐ Experience working with different types of files.
- ☐☐ Ability to find and keep documents in a predetermined order
- ☐☐ Basic understanding of construction documents.

### Job Benefits

Bonuses such as salary benefits will be discussed during the interview.

### Hiring organization

Cis Gaz

### Employment Type

Full-time

### Job Location

Romania

### Date posted

July 20, 2023