

Energy without limits .



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worldwide business.

Our commitment to building a stronger, safer, reliable and more sustainable energy future goes hand in hand with our commitment to the people who will make it possible.



Job Title Document Controller

Location	Salisbury or Liverpool office
Contract	12 month fixed term contract
Responsible to	Senior Document Controller
Core Purpose	<ul style="list-style-type: none">• Carry out Document Control function and project administration• To support the administrative needs of the business
Key responsibilities and accountabilities:	<ul style="list-style-type: none">• Ad-hoc duties as required to assist the project team.• Archive as and when required.• Assist in compiling tender packages (if required)• Assist in QA/QC of project documentation• Assist in the procurement process (Purchase Orders/Requisitions)• Assist Project Team as and when required.• Compilation and preparation of project workpacks (including supervisor packs)• Control and issue of all project related documentation• Ensuring consistency in document presentation• Format documents for client submission• Generating and maintaining of Master Document Registers.• Issue internal transmittals• Issue transmittal documents and record document transactions with clients• Liaise with clients during drafting of procedures• Liaise with project managers to co-ordinate project requirements ad hoc• Log and file DPRs• Log purchase requisitions• Maintain management system• Maintain project documentation• Maintaining good communication throughout the company.• Organise and maintain project files (hard copy and electronically)• Revision of company documents• To assist in completing requests, searches and queries for any department personnel• Inputting data• Maintenance of MDR

QHSE Responsibilities	<p>To have a general understanding of the areas of our QHSE Management System and OEG's QHSE aims and objectives that are relevant to the role.</p> <p>Comply with the requirements of OEG Energy Group Policies and the responsibilities within the wider QHSE Management System.</p> <p>Promoting:</p> <ul style="list-style-type: none"> • a proactive health and safety culture focussed on the prevention of work-related injury or ill health and continual improvement in our processes / performance. • environmental sustainability and energy efficiency whilst minimising our environmental impacts and preventing pollution. • a quality culture that brings values to our business, our customers and other interested parties ensuring quality issues and opportunities for improvement are identified and implemented.
Skills and Experience:	<ul style="list-style-type: none"> • Ability to interpret data and information • Ability to meet deadlines/ work under pressure • Ability to multitask • Data processing • Good communication skills • Excellent Microsoft Skills • Proof reading



Why should you work with us?

At OEG, we place a high priority on the well-being and success of our employees. That's why we provide comprehensive benefits packages, which include competitive salaries and health insurance coverage. Additionally, we offer employer workplace pension contributions and ongoing training and development opportunities to support your professional growth.

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This role is perfect for a passionate individual looking for a challenging yet rewarding career path in the offshore energy sector. If you are eager to contribute to our mission and possess the skills we're looking for, we would love to hear from you.

How to apply

To apply for this open vacancy, then please email us your cover letter and c.v. to recruitment@oeg.group