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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	Liverpool, United Kingdom
Contract	Full-time, permanent
Responsible to	Senior Document Controller
Core Purpose	<ul style="list-style-type: none">Responsible for supporting company-wide compliance with the Document Control procedure.Maintain and manage Master Document Registers, ensuring all documentation meets the Company's quality and control standards. They support in the production of Master Document Registers and thereafter ensure that documents meet the Company's high standard.Act as the central point of contact for the formal control and transfer of documentation between the Company and external third parties.
Key responsibilities and accountabilities:	<ul style="list-style-type: none">Conduct compliance reviews of project and management system documentation, advising on required amendments to ensure alignment with company standards, including correct document numbering and revision control.Manage and maintain Master Document Registers, ensuring accurate tracking and control of both internal and externally issued documents.Oversee the formal issuance of project documentation to third parties, coordinate the receipt of their comments, and ensure timely internal distribution and tracking of feedback.Communicate document status updates internally in line with project management system requirements, ensuring stakeholders are kept informed of revisions and approvals.Prepare, issue and maintain accurate records of transmittals in accordance with document control procedures.Liaise with third-party Document Controllers or designated contacts throughout the submission, review, and approval process.Provide guidance and support to other departments to ensure adherence to the approved Document Control procedure.Attend third-party electronic document management system training and identify areas where additional training may be needed.Maintain accurate revision histories and ensure consistent application of document version control.Ensure documents are archived and retrieved promptly in compliance with project and company standards.Provide administrative support to other departments in document creation, as workload permits.



QHSE Responsibilities

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.

Comply with the requirements of OEG Energy Group Policies and the responsibilities within the wider QHSE Management System.

Promoting:

- 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:

- Proficient in Microsoft Office and SharePoint for document management and collaboration.
- Excellent written and spoken English communication skills.
- Collaborate effectively with team members and other departments to support shared objectives.
- Strong ability to plan, prioritise, and execute tasks effectively.
- Ability to analyse, interpret, and utilise data and information effectively.
- Ability to work effectively under pressure and consistently meet deadlines.
- Ability to manage multiple tasks simultaneously while maintaining accuracy and quality.

Qualifications:

- Hold a host-country college or equivalent qualification demonstrating excellent command of the English language.
- Formal qualification in document control or document management is desirable.



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.

Join a successful growing worldwide business.

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, please submit your application via [LinkedIn](#).