

### Document Controller

An excellent opportunity has arisen for an ambitious & motivated Document Controller to join the Moray Offshore Windfarm East project Document Control Team, on a permanent full time basis. The role is based in Edinburgh City Centre.

Some experience of having worked on a similar construction project would be highly desirable although is by no means essential.

Reporting into the Governance and Information Manager, the responsibilities and remit of this role will include but not be limited to:

- Administration of the project document management system.
- Formatting documents and general administration.
- Interacting, advising and assisting stakeholders (internal and external) on document control procedures and practice.

The Moray East project is on a continually developing timeline with sequential project milestones representing different project phases. It is anticipated that the role will develop over time in line with the needs of the project.

Desirable Skills/Competencies:

- Advanced working knowledge of Viewpoint (4Projects) is highly desirable.
- Be at ease managing multiple tasks and priorities, with flexibility to adapt to changing organisational needs.
- Dependable with a strong work ethic.
- Good analytical and organisational skills and attention to detail.
- Proactive, able to build a rapport quickly and be a self-starter from day one.
- Be at ease communicating with stakeholders at all levels.
- Team player, capable of working independently and as part of a cross departmental/international team.
- Enthusiastic!
- Working knowledge of the Viewpoint document management system within a project setting

The standard office hours are 40 per week from 8:30am until 5:30pm over the course of Monday to Friday.

Moray East is able to offer very competitive pay and benefits, including Annual Bonus, Private Medical Insurance, Life Assurance and Income Protection, as well as a generous holiday allowance and Pension Contribution. There is also an array of other benefits and allowances available, designed to complement staffs' personal lives and promote work/life balance.

To apply or for more information, please email your CV and covering letter, outlining your motivations and relevant experience to date to: [recruitment@morayeast.com](mailto:recruitment@morayeast.com)