



## INTERNATIONAL ENERGY SERVICES LIMITED

**JOB TITLE**                      **Document Controller I**

**Job Location:**                      **Port Harcourt**

### **Job Objectives**

To ensure client's documents and drawings are handled, issued and stored in a secured and efficient way and in accordance with the requirements of SAIM Module of Gas-GAME.

### **Duties & Responsibilities**

- Receive, register and verify the quality of data about documents, including data about relations to facility components and other objects. Keep Document Master List up-to-date.
- Support checking of the suitability of electronic documents for storing in PACER.
- Managing, monitoring and controlling of all client Documents.
- Ensure that latest versions of documents are clearly identifiable and that only latest versions of documents are available to users.
- Maintain and file (where necessary) hard copies of documents and replace outdated hard copy documents with latest updates.
- Provide input to planning of document management activities.
- Ensure that the documents are stored and integrated in the Facility Information Model and also ensure easy retrieval of the Document from client EDMS (PACER)
- Provide input to proposals for creation, review and update of procedures for registration and control of documents.
- Produce and distribute hard copies of documents as and when required by third parties. Facilitate document exchange with Engineering Service Contractors.
- Ensure that the integrity and confidentiality of relevant documentation is carefully controlled,
- Guide users on the correct usage of PACER.
- Maintain adequate stock levels of office supplies for all TEA personnel as well as for the Document Control Office reproduction equipment

### **Job Requirements**

#### **Education**

- HND/BSc in any discipline, preferably Engineering or Science disciplines.

#### **Experience**

- 6 years post graduate experience, out of which 3 years should have been spent in a Document Control unit in the Oil & Gas sector.