



## INTERNATIONAL ENERGY SERVICES LIMITED

**JOB TITLE:** Project Document Coordinator

**Job Location:** Port Harcourt

### **Job Purpose / Objective**

Support the Coordination of all technical documents and data across multiple projects and portfolios during its complete lifecycle; Development of routine Reports on Assai Performance; Support the team lead to ensure the identification and timely access to current and accurate documentation to help ensure project actions and decisions impacting Integrity are made using the correct information.

### **Main Accountabilities**

- Support the implementation of effective and efficient work processes and procedures for document/data management. Involve in contractor and supplier engagement to ensure that information management requirements and procedures are understood and applied.
- Support in the definition of asset data requirement, process for submission, validation and feedback to contractors and suppliers and to deliver consistent and complete information for handover to owner/operator.
- Responsible for the completeness and correctness of metadata as part of contractor deliverables, and assurance of the validity of the Master Deliverables Register (MDR) & Asset Information Template (AIT).
- Responsible for managing and improving the numbering process for project documents, including correspondences, and the tracking of same in the necessary databases.
- Responsible for conversion of hard copy documents and records into digital forms
- Responsible for updating the individual projects folders in Livelink/SharePoint, with emerging documents and records.

### **Job Requirements**

#### **Education**

HND/BSc in Engineering, Sciences or Management.

#### **Experience**

3 -6 years post-graduation experience in document control in an oil and gas company