

JOB DESCRIPTION



NORTHCONNECT
CONNECTING RENEWABLES

Name:	<Name>
Title:	Document Control-Project Support
Location	Work place- Project Office Oslo
Closest superior / reporting	PMO – Project Management Officer

Main objectives

- Role as an administrator for EDMS* and document sharing platform
- Act as interface between EDMS and team members and third parties
- Ensure smooth and adequate information flow within the project
- Work actively with tender documents and being direct contact for tenderers and other external companies

Responsibilities and cooperation

Main responsibilities and tasks:

- Ensure EDMS and document management procedures function efficiently
- Maintain and develop Document Management systems, methods and procedures
- Maintain and updating project database, users and access permissions
- Assist team members related to Document Management by providing help and assistance
- Update MDR* and Document Numbering Structure parallel to EDMS
- Secure efficient document handling (by using templates, numbering etc..) for all project members
- Ensure version control is followed accurately
- Store electronic copies of signed documents (contract, minutes from board meetings etc) at appropriate database
- Ensure that project documents are stored and that the latest version of documents are available
- Support PM and project management team on document management and reporting
- If required, assist general administrative tasks
- Work collaboratively with the project manager and team to maximize productivity

Other duties:

- Support PMO
- Other ad hoc tasks

Cooperation with other units:

- Be a resource for unit managers in handling documents
- Support Procurement directly with Tender Process

Required qualifications and competencies

Formal education:

- Bachelor level or similar within document management

Professional experience:

- Excellent oral and written communication skills in English, preferably in Norwegian
- Minimum 5 years of experience from document management in large infrastructure projects
- Experience with document flow and approval stages
- Sound knowledge of using Document Management Systems, ProArc and Microsoft Office 365 Products (Outlook, Word, Excel, SharePoint)
- Experience with eRoom or Interaxo is an advantage
- Knowledge of ISO and NORSOK standards is an advantage

Personal skills:

- Excellent organizational and multitasking abilities
- Productive and co-operative attitude
- Highly motivated with a strong work ethic
- Ability to drive change and improve things
- Flexible in taking on new tasks
- Analytical mind with problem-solving skills
- Attention to details, thoroughness and the ability to work very accurately
- Independent and proactive

- *EDMS (Electronic Document Management System)*
- *MDR (Master Document Register)*