



Job Description for Document Controller

Overview

Chess Dynamics Ltd is a medium sized UK company that provides technical solutions within the defence and security sectors. Due to the nature of the products Chess design and manufacture, we are able to offer an exciting and innovative environment for our staff to work in. Spanning 3 sites across the UK and working with some of the largest defence contractors worldwide, Chess has positioned itself as a strong and stable employer.

Due to an increase in major projects, we currently have an opportunity for a Document Controller to join our Projects team. This will initially be on a part time basis, but may lead to a full-time position.

Key Responsibilities:

- Register, manage & maintain all project documentation & information: drawings, plans etc.
- Create document register for each project for auditing and document control
- Distribute, monitor, control and report any changes relating to each project
- Handle all incoming and outgoing documents, ensuring all records are up to date and traceable
- Provide general office admin support to the team as required

The Successful Applicant:

- The ideal candidate must have previous experience within a Document Control role
- Good IT Skills, with knowledge of spreadsheets, databases, word processing etc
- Strong attention to detail is essential
- Experience in an engineering environment would be an advantage

What's on Offer

A competitive salary with benefits including holiday, Contributory Pension, Income Protection, Childcare Vouchers, Training and Free Parking.