

Document Controller

Description

Document Management

- Receive, log-in, file all project related documents as per project requirements using appropriate software as required Establish document control procedures as may be required
- General Administration Draft/type letters, correspondences etc as required by project requirements

JD Edwards

- Enter purchase requisitions, employee related forms etc in the system as applicable
- Enter time allocation of Employees in JDE

Reports

- Tracking of project documents-design, generate reports related to document administration as required.

Qualifications

6. JOB REQUIREMENTS:

A. Minimum Qualifications:

Hiring organization

Roots Management Consultants on
Behalf of Customer

Employment Type

Full-time, Contractor

Duration of employment

Permanent

Industry

District cooling

Date posted

2022 ,3 22 22 22 22