



<https://www.rootsegypt.com/job/document-controller/>

## 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

November 3, 2022