

Documentation controller

Apollo Tyres (Hungary) Ltd. is calling for applications for the position above. The company's new plant is being built near Gyöngyöshalász with an investment of EUR 475 million. The tyre manufacturer provides state-of-the-art, international work environment and competitive salary.

Please send your CV to palyazat.hu@apollotyres.com in English and Hungarian.

Goal of the position:

Undertake various functions related to document control: document archiving, document imaging, and maintenance of document register for Construction Project and/or Detail Engineering / Permitting of Construction Project Role holder would be under minimum supervision of his superior.

Main tasks:

- Supervises receiving and registering Consultant and Contractors provided documents for engineering or construction engineering project, task includes also management of hardcopy documentation (if applicable) but majority of the documents are managed in softcopy form. Task including management of in-house generated document as well
- Maintains specifically assigned project database/s
- Ensures proper document classification, sorting, filing and proper archiving
- Mainly follow up and controls issuance of document numbers, including maintenance of proper document registers as checking of detail engineering and construction engineering project
- Controls and follows authority approvals and takes care of its proper filing
- Reviews completeness of documentation and prepares document transmittals
- Prepares and maintains Change orders and Construction and As-built documents for detail engineering and construction engineering project, either for in-house use or for onward transmittal to Client during project closeout
- Performs document quality check in accordance to Company engineering document control procedures (if applicable)
- Performs file backup to ensure proper storage and archiving of electronic registers
- Prepares engineering project reports, as may be required

Reporting:

- Reporting to the head of construction or / and civil manger
- Work alongside the contract delivery team to ensure the document system is managed and updated

Professional requirements:

- Completion of at least two years college education, preferably Engineering or (Business) Administration or equivalent with relevant years of experience
- Experience in Document Imaging System, MS Office. Preferably knowledgeable in SAP
- Minimum of 3 years work experience, of which 2 years in an engineering environment or 1 year experience working as Asst. Document Controller
- Good command of written & spoken English and ability to prepare reports and statistics

Skills & qualifications:

- Previous experience in a similar role and construction environment
- 3 years' experience administration/document control
- Working knowledge of Microsoft packages
- Self-motivation
- Be able to organize yourself and others workload
- Be proactive in your approach
- An excellent communicator and team player

Benefits:

- Competitive salary, attractive package
- Rent and relocation allowance, commuting allowance
- Continous trainings and chances to learn
- High-tech, automatized and modern work environment
- Chance to participate in a greenfield investment
- International workplace