

# Job Description: Document Controller (Oil & Gas Industry)

## Position Summary

The Document Controller is responsible for managing all project and company documentation from collection to final submission. This role ensures documents are accurate, organized, properly stored, and easily accessible. The Document Controller also supports the invoicing process by attaching all required documentation to invoices before submission.

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## Key Responsibilities

### 1. Document Collection & Receiving

- Collect all project-related documents from internal departments, contractors, and suppliers.
- Verify that documents received are complete, correct, and follow project/ company standards.
- Maintain a log of all received documents.

### 2. Document Review & Quality Check

- Check documents for accuracy, formatting, revisions, signatures, and required attachments.
- Ensure documents follow company procedures, client specifications, and industry standards.
- Coordinate with engineers, managers, and contractors to correct any issues.

### 3. Document Registration & Tracking

- Register all documents in the Document Management System (DMS) or shared drive.
- Assign document numbers, titles, version numbers, and revision status.
- Track document progress and maintain up-to-date records of submissions, approvals, and revisions.

### 4. Document Distribution

- Distribute approved documents to relevant internal departments and external stakeholders.
- Ensure the latest versions are always available and older versions are clearly marked as superseded.
- Inform project teams when new revisions or updates are released.

### 5. Filing & Archiving

- Organize documents in structured folders (physical and electronic).
- Maintain proper filing systems for easy retrieval during audits, inspections, or project reviews.
- Archive completed project documents according to company policy and client requirements.

## **6. Control of Confidential and Technical Documents**

- Manage technical documents such as drawings, method statements, material certificates, QA/QC reports, and inspection documents.
- Ensure confidentiality of sensitive documents and controlled access based on authority levels.

## **7. Document Submission**

- Prepare transmittals for document submissions to clients, consultants, or authorities.
- Ensure all submitted documents meet the required format and follow submission guidelines.
- Keep records of all outgoing transmittals and monitor client feedback or approvals.

## **8. Supporting Invoicing and Commercial Activities**

- Collect all supporting documents required for invoice submission (e.g., timesheets, delivery notes, work completion reports, inspection reports).
- Attach and organize the required documents with each invoice package.
- Coordinate with the finance and project teams to ensure invoice documents are complete and submitted on time.

## **9. Coordination & Communication**

- Communicate with project managers, engineers, contractors, and clients regarding document status.
- Follow up on pending approvals and overdue submissions.
- Attend project meetings to provide updates on document status.

## **10. Compliance & Standards**

- Ensure all documentation follows the company Document Control Procedure.
- Follow client specifications and contractual requirements for documentation.
- Maintain compliance with ISO standards (e.g., ISO 9001 quality management).

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# **Required Skills & Qualifications**

## **Technical Skills**

- Strong knowledge of Document Management Systems (DMS).

- Good understanding of technical documents used in oil & gas (drawings, data sheets, inspection reports).
- Excellent computer skills (MS Office, PDF tools, scanning tools).

## **Soft Skills**

- Strong attention to detail.
- Good communication and coordination skills.
- Ability to work under pressure and meet deadlines.
- Strong organizational and time management skills.

## **Education & Experience**

- Diploma or Bachelor's degree (preferably in business, engineering, or related field).
- 2–5 years of experience as a Document Controller, preferably in the Oil & Gas sector.
- Experience in working with EPC (Engineering, Procurement, Construction) projects is an advantage.

## **Salary for 2-5 years' experience**

- Base Salary: Equivalent of 5 Lpa.