

Document manager m/f

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Job and assignments

The document manager is responsible for the documentation pertaining to the organization and filing of the technical documents (technical drawings, instructions...) of a ship or an equipment as part of the contract. He/she works uphill with purchase to include documentation services into purchase and service contracts. He/she ensures that documents be handed in within the time limit and that they comply with the contract, sending reminders when needed.

Work environment

Document managers interface with the other departments in the company: R&D, purchasing, workshops. They may have to respond to clients.

Inter-personal and expert skills

- You have technical industrial skills
 - You have a good command of technical English
 - You have proficient CAPM and IT skills
 - You have good reporting and communication skills
 - You are diligent and have organizational skills
 - You have team spirit and good interpersonal skills

Training

BAC ▶ *Technical secretary*

BAC +2 ▶ *BTS Engineer's Technical Assistant*
 ▶ *BTS Manager's Assistant*
 ▶ *DUT (Vocational university degree) Communication-information (majoring in information and document management in organizations)*



Method expert

Quality manager

Activity manager