

Job Description: Quality Control Document Control

Project Routine Maintenance annual assignment

West Lake Louisiana

QC Document Control responsible for working across departments to help store and update documents. The candidate will work directly with the Site QC Manager and the Site Project Manager to obtain job or work order packages and as a minimum assist in assembling the weld maps, flange maps, and hydro testing portions of the package. After assembling, they will then distribute to all departments as needed. Other activities of this individual will include updating the package as work is being performed. This information will include updating the weld log, and flange log, and incorporating NDE, torque sheets, hydro sheets, and any other job completion forms necessary for the final turnover package.

QC Document Control Minimum Requirements:

- 5+ Years' experience
- Strong verbal and written communication skills.
- Proficient with Microsoft Office (Word, Excel, PowerPoint).
- Ability to foster and promote a positive work environment.
- Must be able to multi-task and work in a fast-paced environment.
- Ability to organize and preserve paper documents
- Attention to detail
- Effective communication with coworkers across departments
- Print and distribute documents as needed
- Scan and upload documents according to company procedure
- Collect and register all technical documents such as drawings and NDE in the company's system
- Review and update documents for maintenance and quality control
- Keep other personnel updated on new document versions and how to obtain access
- Handle records across various departments
- Other duties as required