



Offshore Wind Document Controller

再生可能エネルギー発電事業/Solar&Wind/グローバル環境

募集職種

人材紹介会社

シェフィールドグリーン株式会社

採用企業名

再生可能エネルギー発電事業

求人ID

1559996

業種

石油・エネルギー

雇用形態

正社員

勤務地

東京都 23区

給与

900万円 ~ 1000万円

更新日

2025年09月30日 12:22

応募必要条件

職務経験

10年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

基礎会話レベル

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

- ・ Defines and Maintains Key Project Deliverables that allow for effective decision making by Senior Management
- ・ Develop and Maintains Project Master Document Register (MDR) in SharePoint.
- ・ Provide Regional Document Control Support to Projects and analysis of overdue status recommend mitigation actions to Senior Project Management.
- ・ Produce document status reports for input into weekly and monthly process reports to Executive Management to allow for appropriate decision making.
- ・ Define and Maintain documents review and approval workflow internal and external with Vena JV Partners, OEMs and Key

EPC Contractors. Typically covering 100 contracted packages with over 10.000 documents.

- Maintain document audit trail and repository of final approved and As-Built records for all project stakeholders.

Manage Document Control Process for Vena, JV Partners, Main EPC Contractors and OEMs, during the project life cycle.

スキル・資格

- Bachelor's degree from an Accredited University in Business Administration, IT or System Engineering.
- Hands-on experience as a Sr. Document Controller on large EPC construction projects (such as Offshore Wind, Power, O&G, Engineering Consultancy) in multi-discipline teams for at least 10 years.
- Expert knowledge of MSOffice 365 and SharePoint is a must.
- Advanced knowledge of document control systems and processes.
- Advanced knowledge of Power-BI
- Proven track record of developing and maintaining MDR and status reporting using Auto Desk Docs or Aconex.
- Strong communication and interpersonal skills with the ability to work effectively across key project disciplines and functional teams.
- Diligent, Persuasive and Attention to detail.
- Fluency in English is required.

Good to have

- PMP
- Understanding of PMBOK framework and Waterfall Project Management methodology.
- Communication Management

会社説明