

Document Controller

Are you structured, detail-oriented and passionate about optimization, communication and project management? And do you want to leave your mark on the global energy industry? Then this is your chance. Join us!

Your position

In your new position as Document Controller, you will join our fast-growing Renewables Division. Together, we have delivered one of the largest project portfolios of offshore substations across Europe, Taiwan, and the USA - so you can expect to be involved in exciting projects with a global scope. You will be a valued addition to our team of 7 Document Controllers, servicing our project organization in all phases of project execution from our offices in Esbjerg, Copenhagen and Gdynia.

Your place of work can be from one of our offices in Copenhagen, Esbjerg, or Aalborg, Denmark or Hamburg, Germany, depending on your preference. The position is full-time, and you can expect to travel 10-30 days per year as your presence at our various offices across the world may occasionally be required.

Your tasks and responsibilities

Your primary responsibility will be to support the Service Team by creating, maintaining, and standardizing documentation, while also having ample opportunities to develop and update procedures, learn new skills, and take on various challenges within Semco Maritime. You will collaborate with multiple stakeholders and work closely with the DCC Team to ensure that Service documentation is accurate and aligned with Semco standards. Additionally, you may be assigned ad-hoc administrative tasks to support the Service team's business needs.

Your tasks will include but are not limited to:

- Being Single Point of Contact (SPOC) from DCC Team for documentation topics for Service Department
- Creating and maintaining documentation
- Ensuring Service documentation is aligned to Semco standards
- Assisting the Service Department and other stakeholders with developing processes and procedures
- Ad-hoc or administration tasks in the Service team

Your qualifications and skills

We are looking for someone who is proactive, meticulous, and positive, with a can-do attitude and a project-oriented mindset. You have an organized approach and always strive to meet your goals and deliver the best results for yourself and your team. This requires you to be a dedicated team player who is also self-driven and capable of working independently. You are able to handle multiple tasks simultaneously.

To succeed in this position, we imagine that you have:

- A minimum of two years of experience in a Document Controller, Project Planner position or similar role,
- A proactive and responsible approach to your work,
- Strong MS Office skills,
- A collaborative approach, as well as great interpersonal and communications skills
- A service mindset and the skills to juggle multiple tasks effectively and keep everything running smoothly
- Fluency in English, verbal and written

Welcome to Semco Maritime

At Semco Maritime, we create change. For people. For projects. And for the global energy sector. With us, you will join a community of over 2,500 of the most dedicated thinkers and doers in the energy industry who are driving real change and making their own personal mark on the global energy landscape.

While everyone knows *why* the energy transition is vital, we are concerned with the journey. *How* to get there. By providing the answers needed to make change real. Because we believe that global energy ambitions can only be realized through hard work and clever pragmatic solutions. This is what we do. This is what we invite you to participate in.

So yes, working for us will change the energy sector – and may well change you too.

Care to join the movement?

Change. With us.

We conduct our interviews on an ongoing basis, so if you are interested, you must submit your application as soon as possible via the link on the page.

If you have any questions, do not hesitate to contact Izabela Kasprowiak, Manager Documentation,
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