

# Document Controller, Rig & Marine

*Are you structured, detail-oriented and experienced Document Controller and do you thrive on playing a key role in project success and making a real impact? If so, we want to hear from you!*

## **Your position**

In your new role as Document Controller, you will play a key role in ensuring the successful management and organisation of project documentation, facilitating seamless communication and collaboration across teams. You also need to have an eye for the small details in our documentation and navigate in several different IT systems.

At Semco Maritime safety is a core value, and in this role, you will contribute to maintaining and promoting a strong safety culture while delivering innovative solutions. Above all, your work will make a real change for the global energy sector.

This key position requires some travel, typically ranging from 0 to 10 days, depending on client and partner locations. Your primary workplace will be at our yard facilities in Esbjerg, the hub of the Danish energy industry, situated right on the waterfront—where the views don't get any better.

## **Your tasks and responsibilities**

Your primary responsibility will be to support the Rig & Marine division by creating, maintaining, and standardizing documentation, while having opportunities to develop and update procedures and take on various challenges within Semco Maritime.

Your tasks will include but are not limited to:

- Acting as the primary contact for all documentation between clients and internal/external stakeholders
- Creating, organizing, and maintaining technical and project documentation
- Ensuring version control and document quality standards are met
- Identifying opportunities to streamline and improve our document management processes
- Supporting project teams with administrative tasks and documentation audits
- Ensure compliance to the Semco Maritimes Project Execution model
- Upholding high standards for health, safety, and environmental compliance

## **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:

- +5 years of experience as a Document Controller or in a similar role, skilled in managing and organizing large volumes of documents, ensuring accuracy and compliance with industry standards.
- Knowledgeable in document control regulations and standards within the maritime and oil and gas sectors (e.g., ISO standards).
- Proficient in using document management software, such as SharePoint, EDMS, and similar platforms.
- Proactive and detail-oriented, with the ability to identify and resolve document management issues while managing multiple tasks and ensuring smooth workflow.
- Excellent verbal and written communication skills in English and Danish, facilitating effective collaboration with project teams, clients, and stakeholders.

## **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 2000 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.

Safety is at the core of everything we do, and we are committed to protecting our people, partners, and the planet as we work towards a sustainable energy future.

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

Care to join the movement?

**Change. With us.**