

POSITION DESCRIPTION



DOCUMENT CONTROLLER

Position No.	MEL2306
Vacancy Type	Internal & External
Classification	PSI 9
Employment Type	Permanent position

How to Apply

Online applications are preferred.
For online application and downloading Application Form, please visit: <https://www.mauritiusmetroexpress.mu/job-vacancies/>

Via email:

Applications together with scanned copies of academic qualifications can also be emailed to: -
career@metroexpressltd.org

Via post:

Applications together with scanned copies of academic qualifications can also be addressed to: -

Human Resources Manager

Metro Express Limited,
Level 3, SICOM Tower, Wall Street, Ebène 72201

The envelope or the title of the email should be clearly marked "**Document Controller**".

Position deadline

Monday, 15 July 2024

Application made without completed MEL Application Form and received after the closing date will not be considered.

Job Title:

Document Controller

Reporting Line:

Manager, SSREQ

Function/Division:

Service Support Division

Location: Richelieu

Qualifications:

Candidates should have the following qualifications and attributes:

- Possess a Higher School Certificate with a minimum of 2 years' experience in document or record management;

Attributes:

- a) Trained in ISO 9000 Quality management system (QMS) and has good understanding of its requirements;
- b) Have a good knowledge of methodologies of quality assurance and standards;
- c) Great attention to detail and results driven approach;
- d) Have a good organisational and leadership abilities;
- e) Possess a basic understanding of construction documents.

Successful candidates will undergo a structured training program to equip them with the knowledge and skills to perform the duties.

The incumbent shall be reporting to the Manager, Safety, Security, Risk, Environment & Quality under the **Safety, Security, Risk, Environment & Quality Department**. The duties and responsibilities include but not limited to:

1. Collect, scan and upload documents based on approved procedures;
2. Ensure all technical documents, such as reports, drawings and blueprints are collected and registered in system;
3. Notify personnel of updated document versions and how to access them;
4. Print and distribute documents as necessary;
5. Assist in emergency management and contingency planning;
6. Work with documents and records across various departments; and
7. To perform such other duties related to the main duties listed above or related to the roles ascribed to him.

MEL reserves the right not to fill any vacancy following this advertisement and to call for interview only the best qualified candidate.