

Job Title:	Documentation Coordinator
Location:	Aberdeen (may be required to travel to other Hydrasun or Customer locations)
Responsible To:	Umbilicals Manager
Direct Reports:	None
Review Date & Rev No	March 2024

Purpose of Job:	<p>To review customers certification requirements</p> <p>To ensure material certification from suppliers is in accordance with purchase order requirements</p> <p>To ensure internally prepared documentation is complete, accurate and legible</p> <p>Preparation of customer documentation packages in accordance with purchase order requirements</p>
Key Areas of Responsibility:	<p>General</p> <ul style="list-style-type: none"> • Comply with the Hydrasun safety, quality, human resource and learning and competency management systems • Work safely and take all necessary action to reduce risks in the workplace • Keep work areas clean, well maintained and free from hazards • Promote a strong team environment • Be pro-active and identify areas of improvement <p>Material Certification and Documentation Packages</p> <ul style="list-style-type: none"> • Assist in the review of customer documentation requirements • Ensure material certification requirements are clearly documented to the supplier • Checking of material certification received from suppliers is in accordance with Hydrasun and customer purchase orders • Checking of internally prepared documentation • Preparation of customer documentation packages in accordance with customer purchase order requirements • Scanning and effective storage of documentation • Final inspection and review of completed materials to ensure compliance with customer requirements and internal documentation

Interfaces (Internal/External):	Department Managers / Quality Assurance Engineers/ Project Managers / Project Co-ordinators / Hydrasun Branch Personnel / Stores Personnel / Production Personnel / Customers / Suppliers	
Qualifications:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> Secondary School Education 	<ul style="list-style-type: none"> Suitable engineering or technical qualification
Experience Required:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> Strong Administration skills 	<ul style="list-style-type: none"> Experience working in a similar role
Skills/Training Competences:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> Excellent communication skills Excellent attention to detail Computer literate Working in a team 	<ul style="list-style-type: none"> Document control background Engineering background Inspection background Process improvement skills

Please note that you may be requested to undertake other duties from time to time and it is possible that your duties may change over time. You will be expected to co-operate with all reasonable requests. If the changes are deemed to be longer term then this job description will be revised.

Signature of Job Holder: _____

Date: _____

Name in Capitals ()

Signature of Manager: _____

Date: _____

Name in Capitals ()