1275 3880 Document Controller Plant Engineering (m/f/d) Are you looking for a diverse, innovative and challenging work environment? Then matching offers you many options. Professional and personal development are very important in our company.  
  
Your tasks:  
  
- The focus of your work is the examination, management and archiving of the incoming engineering and supplier documents for plant and power plant projects nationally or internationally  
- Monitoring of the company's internal document flow, assignment of rights and roles and reporting in the event of deviations  
- You are also in close contact with suppliers, you provide final documentation and work actively with the project team  
  
  
Your profile:  
  
- You have successfully completed a technical or commercial degree or you have technical training with relevant professional experience  
- Very good knowledge of English, other languages ​​an advantage  
- Good PC knowledge with SAP/ R3 and the MS Office package  
- Experience in document management in plant engineering or comparable industries  
- Independent, structured and goal-oriented work  
  
  
We offer:  
  
  
 - Your personal development is important to us. Continuous development and support talks are our promise to you  
  
 - We always look after and support our employees through a personal contact person from our human resources team  
  
 - We offer exciting and challenging projects from all over the world of engineering, IT and all interfaces in the field of business administration - in the largest branches of industry in Germany  
  
 - matching is a tariff partner of the BAP. We stand for fair, transparent and above-tariff remuneration and offer our employees security and prospects through our permanent employment contracts  
  
 - with our corporate culture, which is based on honesty, transparency, personal support and commitment, we guarantee cooperation at eye level - right from the start  
  
   
  
We are...  
  
  
...as an owner-managed family business known for first-class services in the field of technology and business administration. Our name expresses what is important in all technical sectors and tasks: Bringing together the right experts in the fields of business administration, mechanical and plant engineering, automotive industry, electrical engineering, aerospace and IT to achieve the goals of our candidates, employees and customers to realize.  
   
With over 10 years of expertise, we know your industry inside out and know what satisfied and motivated employees want.  
   
Apply to us directly using our application form in our job portal.  
   
Our recruiting team will be happy to answer any questions you may have about the position or general questions about the application process. You can reach us by phone at: 06182 / 960830-0. Engineer - mechanical engineering matching Engineering is an owner-managed family business and stands for first-class engineering and IT services.  
  
Our name expresses what is important in all technical sectors and tasks: Bringing together the right experts to achieve the goals of our candidates, employees and our customers.  
  
We offer our employees and customers a maximum of flexibility, reliability, planning and legal certainty as a tariff user according to BAP. An excellent basis for successfully developing the future together with matching Engineering! 2023-03-07 15:53:09.831000