9498 12103 Dokumentenmanager (w/m/d) If you want to work with us to implement interesting and challenging projects in the automotive sector and are looking for an attractive and varied job, Brunel is the right place for you. With us, you will build up cross-industry specialist knowledge and thus qualify on a broad basis, independent of the industry and flexibly for your further career path. Apply today to become a dispatcher and discover the diversity of engineering with Brunel.  
  
Job description:  
- Provision of document-relevant specifications and project information to suppliers  
- Control of document flow and revisions during the course of the project - Creation of customer-specific document cover sheets - Formal checking and commenting of incoming documents, posting and forwarding, if necessary initiating corrections  
- Maintenance of deadlines, deadline monitoring and dunning of documents - Regular monitoring of the document status and preparation of evaluations of the document status  
- Exchange of documents on customers (possibly in customer portals)  
- Participation in document-related meetings  
- Creation of the documents including additional data in SAP DMS  
  
Your profile:  
- Commercial or technical training or comparable training/experience  
- Ideally, first professional experience in the field of document management, technical documentation, editing or similar.  
- Good computer skills (MS Office, ideally SAP R/3)  
- Good written knowledge of English (ideally also spoken)  
  
We offer:  
With us you will work for an unlimited period and in a permanent position. In addition, we offer you an in-house collective agreement that  
the salary structures of the various professional groups is tailored and  
Qualifications and work experience recognized. In addition to the tariff secured  
We offer you the social benefits of an expanding company  
Opportunity to personalize according to your individual wealth of experience  
and professional development. Have we aroused your interest? Then send us  
please send us your meaningful application documents – using the online form  
our home page.  
  
About Brunel:  
Working at Brunel means: Attractive work tasks, extraordinary career prospects, the security of an expanding engineering service provider and the whole diversity of engineering and IT. In the DACH-CZ region alone, we have more than 40 locations and development centers with accredited test laboratories and more than 120 locations worldwide with more than 12,000 employees in over 40 countries. More than 45 years of international success and over 25 years in Germany. Standing still means going backwards - with Brunel you can make a difference! Engineer - mechanical engineering As one of the leading engineering service providers within the DACH region and the Czech Republic, Brunel stands for first-class project solutions and exceptional career opportunities in the range of modern engineering. Our 3,200 engineers, computer scientists, technicians and managers ensure the sustainable success of our customers in a wide variety of industries. 2023-03-07 16:10:01.052000