

## Document Controller Job In Uae

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### Document Controller Job In Uae

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- Performing document controller's duties when others are on leave.
- Delivering training on procedures and document protocols internally, to the client teams and supply chain.
- Ensuring the team's adherence to the processes and procedures and providing guidance when deviation occurs.

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Job Description. Job Position: Document Controller. Location : Abu Dhabi. Salary: TBD. Preferred Nationality : Any. Gender : Male. Req: Candidates with UAE experience as a document controller, must have basic knowledge of labor and corporate law, should have hands-on experience with MS office and excel. Industry Oil & Gas.

### Document Controller - Trendy Career - Find jobs in UAE-Dubai

Document Controller Jobs in UAE. Position Location Date Company; Document Controller Styro Insulations Materials Ind. LLC Sharjah 21 Mar Executive Secretary Cum Document Controller RTC-1 Employment Services ...

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Job Description Job Role: DOCUMENT CONTROLLER. Job Requirements: Responsible for all document control activities for the Company and projects. Organize and file current document backlog from project job packages per the companys current filing process. Provide professional document control duties applying diversified knowledge and experience of document

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...Document Controller Vacancy in Dubai Manage and enhance company's document control processes and system. Ensure all incoming and reviewed documents are correctly logged and redirected to the right person / department. Establish and maintain a proper document filing...

### **Urgent! Document controller jobs in Dubai - August 2020 ...**

Applicants should be with a minimum of 3 years experience as a Document Controller. Should be holding a bachelors Degree of Secretarial studies, IT or related course. Must have strong decision making and critical thinking skills. Exceptional organizational and time management skills.

### **Document Controller Job vacancy - Gulf Scout**

15,017 Document Control jobs available on Indeed.com. Apply to Document Specialist, Document Control Clerk, Data Entry Clerk and more!

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JOB REQUIREMENTS. A bachelor's degree in a relevant academic discipline is needed. Experience of 2 years in the UAE. Can be of any nationality and gender. Excellent and accurate typing speeds. Proficient in computer applications such as MS Office and Electronic Document Management Systems. Great time management skills.

### **Document Controller Job vacancy - Gulf Scout**

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### **Document Controller Job vacancy - Revi Jobs UAE**

Job Description One of our client, a leading investment and real estate development company, is looking for a Document Controller to be based in Abu Dhabi. As a document controller, you will coordinate all activities related to the document control procedures handling...

### **Urgent! Document controller jobs in Abu Dhabi - June 2020 ...**

Job Description. To provide day-to-day administration of quality document control and records management support to ensure program wide compliance with regulatory and security requirements. Documents & Records Management • Collect soft and hard copy documents and scan and upload documents in the system as per the established procedures and ensure that records are captured and managed according to relevant standards and best business practices. • Receive all technical documents such as ...

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