



### **SAIPEM has vacancy for a Quality Document Controller**

Assists the Project Quality Manager / Quality Control Manager in all activities relevant to the management of Quality records, both in electronic and physical format supporting all Saipem Guyana Projects. Ensures the correct filing of the Quality document accordingly to defined procedures. Supports the Document Management Site (DMS) of Saipem Guyana working under the direction of the Saipem DMS Quality Team in Houston, Texas.

### **RESPONSIBILITIES AND DUTIES**

- Ensures, jointly with the QCS (Quality Control Supervisors), the completion of the Inspection and Test Records by system or as required, highlighting any outstanding quality control activities to be performed to enable project completion as required
- Supports the Quality Control Manager for QA/QC dossiers preparation to satisfy milestone target dates collecting the quality record documents issued in conformity with the quality control plans approved for the project
- Accordingly, to the organizational set-up of the project, ensures the timely data entry in the QA/QC tools
- Accordingly, to the organizational set-up of the project, supervises the activities of the resources dedicated to upload the data into the QA/QC tools
- Act as a Resource Person during Project Execution to ensure that the Project Team Members can local all CORPORATE / GROUP / LOCAL Company Documents (MSGs, Manuals, Operating Procedures, Standards, Procedures, Work Instructions, Forms, Criteria's, etc.) when need and as require conduct additional Training for Project Team Members.

### **SKILLS**

- 2 years' experience
- Microsoft Word (Intermediate Level, preferred.)
- Microsoft Excel (Intermediate Level, preferred)
- Microsoft Power Point (Intermediate Level, preferred)
- Excellent Knowledge of the English Language (Grammar, Spelling, Punctuation)

### **QUALIFICATION AND EXPERIENCE**

- High School Diploma or Technical Diploma

Please send your resume with the subject "**Quality Document Controller**" to saipemgcareers@saipem.com

Please note, the closing date for applications is **November 14<sup>th</sup>, 2023.**

**Qualified candidates will be contacted.**