



In the process of further expansion we are looking for a

Document Control Manager (m/w/d)

(19036)

Are you ready for a varied range of tasks?

- Implementation of document management on the basis of existing internal document control processes within projects
- Monitoring the timely flow of documents with customers and suppliers
- Support of internal/external users in the document management system

Then show us what makes you special

- Successfully completed technical or commercial apprenticeship
- At least 5 years professional experience
- Good knowledge of office software
- Good knowledge of German and English
- Team spirit and strong communication skills
- Independent and structured way of working

With more than 50 years of experience as a general contractor for the oil & gas (upstream and downstream) and chemical industries, MMEC Mannesmann services cover the entire cycle from early project development, feasibility studies, including hydraulic and case studies, conceptual and basic design, front-end engineering design up to implementation of turn-key projects. We provide our services in respect of process plants for the oil, gas, refining, chemical and renewables industries. We combine technological know-how with the local requirements of your preferred project implementation scheme.

What we offer to you



Diverse training opportunities



Flexible working hours



Perfect connection



Company restaurant



Diversity



Company doctor



Support with (Child)care



Flat hierarchies




Company sports

Have we raised your interest?

Then we look forward to receiving your application by e-mail at karriere@mmecc-mannesmann.com. Please send us your complete application documents (cover letter, curriculum vitae, certificates) and your salary expectation.

If you have any questions, please do not hesitate to contact Antonia Becker on 0211 659 2004.

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UNTERZEICHNET