

S/N	76
Job Title	Document Controller
Experience	Minimum 3-4 Years' Experience in Oil & Gas Field with similar experience
Qualification	Diploma from university in an administration subject
Principal Responsibilities	a. In charge for submission of documents to client and receipt from them b. Ensures transmittals are available before forwarding document to client and files same for records c. Follow up with client for status of submitted documents d. Forward the comments received from client to the concerned department personnel e. Files Original copy of approved documents f. Identifies the relevant personnel for distribution of approved documents and provide latest copy to them g. Retrieve the obsolete documents upon revision and issue latest update