



## JOB DESCRIPTION FORM

<b>Position:</b>	Document Control Lead
------------------	-----------------------

<b>Organizational Information:</b>	<b>Department:</b>	Prime Contract
	<b>Project:</b>	North Macedonia Corridor 8 & 10d Motorway Project
	<b>Immediate Supervisor:</b>	Prime Contract Manager
	<b>Reporting Position(s):</b>	Document Control Manager

<b>Summary:</b>	To manage document control procedures.
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>Controlling company and project documentation</li> <li>Following and improving document control procedures</li> <li>Large-scale document management (Correspondence, Engineering and design documents, etc.)</li> <li>Review and update technical documents (e.g. manuals and workflows)</li> <li>Distribute project-related documents and correspondences to internal teams</li> <li>Recording, storing and retrieving electronic and hard copy documents,</li> <li>Copying, scanning and storing documents when required.</li> </ul>

<b>Job Requirements:</b>	<b>Education Level:</b>	Bachelor or Higher Education degree
	<b>Discipline:</b>	Document Control
	<b>Foreign Language:</b>	Native Macedonian Language speaker, Fluent English and preferably Turkish Languages
	<b>Computer Skills:</b>	MS Office,
	<b>Functional Competencies (Technical Knowledge and Skills):</b>	Data organization skills, Attention to detail, Proficient typing and editing skills
	<b>Experience:</b>	Minimum 2 years of experience in relevant position.
	<b>Job Location:</b>	Gostivar
	<b>Other:</b>	