Project Document Controller (Stage 3)

Position Purpose:

Providing Support across the Document Control function and contributing to the efficient and effective delivery of the Business Support function for Keolis Downer Gold Coast Stage 3 Project team.

Reporting to:

Stage 3 Project Director

Position Responsibilities:

- Responsible for monitoring the Document Management System's (DMS) incoming transmittals and correspondence and ensure all documents and actions are brought to the attention of the relevant KD Directors
- Responsible for the issuance and distribution of documents and correspondence through the DMS as directed
- Collaboration and coordination of distribution with other organisations connected to the project
- Responsible for monitoring incoming correspondence (incl. email) and record incoming documents in accordance with document control procedures
- Responsible for the formatting of reports, presentations and various other documents in accordance with company quality procedures
- Operating with speed and accuracy various computer systems and packages, as required and assist in the enhancement of systems to optimise office effectiveness
- Any other administration duties and tasks as required and directed by the Project Director

Competencies Required:

- Proven knowledge in Microsoft Word, Excel, and PowerPoint
- Proficiency in MS Office suite of programs
- Essential: minimum of two years' experience in an administration role

Profile Requirements:

- A highly self-motivated team player, with sound organisational skills
- Fluent in English with excellent written and verbal communication skills
- Customer-focused with the ability to inspire your team with commitment and enthusiasm
- Able to maintain a friendly, calm and professional manner and strict confidentiality at all times
- Comfortable dealing with a wide range of people
- Relied upon to work on own initiative
- Robust and resilient in regard to disposition
- Able to display attention to detail and vigilance
- Able to identify and rectify problems and issues in a timely manner
- Legally entitled to live and work in Australia

All Keolis Downer Gold Coast (KD) workers have a responsibility to comply with and implement the Integrated Management System and to participate in processes, systems and procedures for Safety, Quality and Environment (SQE) that support KD business activities. Responsibilities are set out below:

- Comply with and implement the processes and systems that support positive safety culture and integrate positive safety culture into everyday work activities and behaviours
- Contribute through the implementation of work activities and demonstrate behaviours in line with a positive safety culture to achieve KD's objectives and targets
- Comply with and implement, participate in and support the KD's continual improvement processes and systems
- Participate in internal and external audits for continual improvement of KD's systems and processes
- Comply with and implement KD's systems and processes
- Attend education, awareness and training provided by KD, hold the competencies to perform the role
- Report all incidents and accidents in accordance with KD's incident reporting process
- Participate in KD's injury management process
- Integrate SQE performance requirements into behaviours and activities, follow processes and systems and provide feedback to the SQE team to facilitate continual improvement
- Comply with and implement KD's Fit for Work programs and system and attend work – fit for work
- Comply with and implement the SQE requirements for human factors identification and assessment
- Participate in, comply with and implement the processes and systems that facilitate corrective actions, opportunities for improvement and hazard reporting