

## Document Oversight Officer

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### Functieomschrijving

As a **Document Oversight Officer** you have the following tasks:

You serve as the project's Document Control guru, ensuring a harmonious information flow as the Single Point Of Contact (SPOC).

You collaborate closely with the Project Management Team, orchestrating awareness of document control procedures among project members, subcontractors, and suppliers.

You manage the project's communication tempo, fine-tuning standard document control procedures throughout the project lifecycle.

You lead the project's Document Management System (DMS) implementation, maintaining control over permissions setup, and managing the entire document lifecycle with precision.

Profiel As a **Document Oversight Officer** you have the following profile:

You recognize opportunities, prioritize effectively and pay attention to detail.

You excel in communication and speak fluent English.

Whether through a bachelor's degree or equivalent experience, you bring a strong administrative background.

You have advanced digital skills in MS Office.

Organisatie- en afdelingomschrijvingSelect is currently seeking an **administrative assistant for an international logistics company: a document oversight officer.**

This project is **expected to run at least six months, with a possibility of permanent employment thereafter based on excellent performance.** AanbodThey offer you:

Competitive salary package.

Opportunity to learn in an international setting.

Pleasant working atmosphere with a great manager.

This project is expected to run at least until the summer, with a possibility of permanent employment thereafter based on excellent performance.

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