

Haifa-Nazareth EPC Doc Control Manager

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Company: Alstom

Location: Haifa

Category: other-general

Req ID:[[451746]]

At Alstom, we understand transport networks and what moves people. From high-speed trains, metros, monorails, and trams, to turnkey systems, services, infrastructure, signalling and digital mobility, we offer our diverse customers the broadest portfolio in the industry. Every day, more than 80 000 colleagues lead the way to greener and smarter mobility worldwide, connecting cities as we reduce carbon and replace cars.

PURPOSE OF THE JOB

- Define and implement Documentation Management within the Project/Program organization.
- Define and Monitor complete Project / program Documentation
- Execute Documentation Life Cycle
- Transfer contractual customer specification into AT DMP (Doc Management Plan)

Key accountabilities:

Is responsible, within its team, of the deployment and execution of the documentation management process,

Creates and updates Documentation Management Plans (DMP)

Manages documentation management requirements from the Customer

Follows and makes sure rules defined in the DMP are understood and applied by every team member

Ensures documentation is properly validated before any submission to Customer

Adapts and implements the documentation structure in accordance with standards.

Defines, assigns and follows the contractual deliverables for the technical and management documentation categories in the Contractual Deliverables Requirement List

Updates and uses documentation internal and external distribution list

Manages and deploys EDMS with tools support team & train new users and manage access right to EDMS.

Performs the role of EDMS Key User (if no Site EDMS key user) & First level support to EDMS users

Participates to configuration reviews to guarantee integration in all activities of the team members that are involved with documentation.

Defines & analyses documentation reporting, indicators to be provided by Documentation Controller and report analysis to its department head, PM& Core Team Manager, team members and Customer (when required).

Manages, in applying internal rules/instructions, Document translation, record management and physical archiving.

During tender phase: only for High Criticality tender & on demand, assess gaps between Alstom standards & Customer requirements, make warning if major ones, evaluate cost impact for tender team.

Key Job Authorities and Dimensions:

Manages a team of Documentation Controllers when necessary

Performance measurements:

Documentation Management KPIs (Quality, Delivery of in contractual documentation in due time)

Adherence to process, measured by process inspections

Perform overview about milestones in general, payment milestones, penalties

Educational Requirements

Mandatory: Bachelor / Master's degree Desirable: Bachelor in the field of technical documentation

Experience

Mandatory:

Minimum 3 years of experience in documentation management.

Minimum 7 year of experience in documentation management if no Bachelor degree

Desirable:

Knowledgeable of Railway domain § Knowledge of Lascom AEC/Acomis/Project

Wise/Aconex § Engineering environment awareness

Competencies & Skills

Fluent in English

Good knowledge of Microsoft Office suite (Office 365, ...)

Structured Way of Working (Process Oriented, capability to diagnose complex situations / organizations with continuous Improvement mindset)

Ability to challenge project team, good Communication and interpersonal skills, excellent team worker. Capability to work with multi-sites & international teams

You don't need to be a train enthusiast to thrive with us. We guarantee that when you step onto one of our trains with your friends or family, you'll be proud. If you're up for the challenge, we'd love to hear from you!

Important to note

As a global business, we're an equal-opportunity employer that celebrates diversity across the 63 countries we operate in. We're committed to creating an inclusive workplace for everyone.

Job Segment: Manager, Management

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