



Career opportunity at Smith Flow Control Ltd UK Head Office

Are you looking for a new challenge?

Do you want to join an innovative company that is continually seeking to strengthen its dominant position in Global Market?

Do you have the right skills, ambition and enthusiasm to join a successful, professional and dynamic team?

If YES, then Smith Flow Control Ltd could be the next career step for you!

Smith Flow Control Ltd is a market leader within the safety process sector, we have been successfully providing technical solutions to a diverse customer portfolio that includes many of the World's leading oil, gas and nuclear companies for over 30 years.

A new and exciting opportunity has arisen to join our expanding team as an Assistant Document Controller/ Inspection Coordinator.

The Role:

You will be responsible for supporting the document control process and ultimately leading the inspection function within the business.

Day to Day:

To effectively control and influence the documentation process from start to finish ensuring that both standard and tailor made documentation packages run in line with manufacturing and customer specific lead-times.

Documentation:

- To review documentation specifications and develop an understanding of project specific processes.
- To create Supplier Document Indices in accordance with specification and client document numbering formulae.
- To organise both electronic and paper files for document packages to ensure effective running of package.
- To liaise with both international and domestic customers, agents and distributors on a daily basis.
- To develop an understanding of tailor made FTP/Portal sites for document submissions.
- To prepare documents in accordance with precise client specifications.



- To coordinate both internally and externally as necessary to obtain final approval of documents in accordance with set deadlines.
- To update and maintain the status of documentation packages through the effective use of in house – ERP systems
- To coordinate documentation with manufacturing to ensure lead-times run in parallel.
- To occasionally attend off-site Kick-off Meetings for projects to develop an understanding of documentation requirements and build/maintain rapport with clients.
- To construct, build and dispatch final hard copy manuals and CDs to customers.
- To assist the Sales department by preparing documentation quotations to support the associated hardware order process.

Inspection Activities:

- To ensure that all projects subject to third party inspection are tracked and managed so that Inspections are arranged and goods can be released in accordance with customer specified lead times.
- To attend in-house production meetings on a weekly basis
- To liaise with project quality departments to understand the Inspection protocols.
- To liaise with Inspection agencies/Inspectors to arrange the attendance on site.
- To support the Inspector ensuring health & safety requirements are fully adhered to.
- To manage the process through to Inspection release and subsequent collection of goods.

Personal Attributes/ Essential skills:

A self-motivated team player with effective communication skills and a desire to learn and manage tasks responsibly from start to completion.

You will be competent in the use of MS Office, articulate both verbally and when communicating via written media.

You will have the ability to build relationships with colleagues in other departments as well as with external customers, agents and distributors.

Attention to detail and ability to multi-task and meet deadlines is essential.

Experience:

Office based administrative experience is essential

Experience within a manufacturing/engineering company would be advantageous.



Full training will be given.

Hours: 37 ½ hours per week

Benefits:

Attractive Salary

Free Parking

In- House & External training programs available

Pension Scheme

Share Scheme

25 Days Holiday Plus Bank Holidays

If you are interested in the role, please email your CV to Lisa Cundy l.cundy@smithflowcontrol.com, if you don't hear back within 5 working days, please presume you have been unsuccessful on this occasion.

Application closing date: 1st April