



NEW CAREER OPPORTUNITY

Build your career with Kraken Robotics.
Make a difference to others.

If innovation drives you, and you want a career that makes a difference to the world, helping humanity overcome the challenges in our oceans – safely, efficiently, and sustainably – **then come join us at Kraken Robotics.**

www.krakenrobotics.com

Document Controller

Based at Kraken Robotics Mount Pearl Newfoundland, Canada
Full-Time – Permanent | Job Reference: KRSI-2024-27

ROLES AND RESPONSIBILITIES

Kraken is seeking a Document Controller to join our team. The position can be based at our Mount Pearl, NL Canada office location.

Responsibilities will include, but not limited to the following;

- Lead the establishment and implementation of the technical document Integrated Management System (IMS), including document coding system.
- Oversee the document management scope throughout all delivery phases of Projects.
- Utilize in-depth understanding of engineering document control platforms to effectively manage and organize project documentation.
- Ability to set up a new document management system, including establishing protocols, workflows, and user training.
- Establish document review protocols and routines within WEGH2 team.
- Coordinate and manage interfaces with contractors to ensure seamless exchange and tracking of project documentation.
- Ensure adherence to established business process flows and procedures related to document control.
- Collaborate with project teams to identify opportunities for process improvement and implement best practices in document management.

QUALIFICATIONS AND EXPERIENCE

- Proven experience in document control within quality, engineering, and execution phases of projects.
- Diploma or Degree in Document/Information Management, Business, or related field. Equivalent education and experience will be considered.
- Expertise in utilizing document management platforms and software.
- Demonstrated ability to set up and manage new document management systems.
- Strong communication and interpersonal skills, with the ability to effectively interact with stakeholders at all levels.
- Excellent organizational skills and attention to detail.
- Ability to work independently and prioritize tasks in a fast-paced environment.
- Knowledge of industry standards and regulations related to document management.

TO APPLY: Email your latest CV, stating job reference KRSI-2024-27 to: careers@krakenrobotics.com

Why come work at Kraken Robotics...



Want to apply your skills, knowledge and expertise to push the boundaries of underwater intelligence – which help governments defend and make our oceans safe, or ensure critical offshore energy and communications infrastructure is installed and maintained efficiently? If innovation drives you, and you want a career that makes a difference, helping humanity overcome the challenges in our oceans – safely, efficiently, and sustainably – then come join us at Kraken Robotics.

Kraken Robotics offers a unique career opportunity to work with an internationally recognized leader in ocean technology that is harnessing our world class talent to provide superior subsea solutions for global security, environmental, and scientific challenges. Our highly talented team design and manufacture technology platforms for NATO navies and commercial clients throughout the world and provide acoustic 3D Synthetic Aperture Sonar (SAS) data solutions and imaging in the offshore energy sector with increasing focus on offshore renewables.

Kraken offers an attractive and competitive compensation package designed to reward our team for a job well done. With locations around the world, we support remote working packages and encourage professional and cultural collaborations. Kraken is an equal opportunity employer focused on promoting diversity, equity, and inclusion and we value the diversity of our team that contributes to our company growth and development.

To find out more about Kraken Robotics, and discover other exciting career opportunities, visit our website, or follow us on social media:

<https://krakenrobotics.com/about/careers/>

