



Wanted: Project Document Controller

Minimum Qualifications: Certificate or Diploma in business administration

Experience Required: 5+ Years as Project Document Controller in the mining or heavy construction industry.

EE/AA: Preferred, but not mandatory

Location: Centurion, Gauteng. Consultant will be expected to travel periodically to client sites locally and internationally and stay over to perform project work, while some projects might also require you to be site based permanently.

Availability / Start: ASAP

Package: Market Related

Appointment: Associate / Fixed Term Contract.

Job Summary:

VBKOM (Pty) Ltd is a consulting firm within the mining industry where it provides various services to blue chip and junior mining clients to develop integrated mining solutions. These services include but are not limited to geological modelling and interpretation, mining engineering, metallurgical engineering, industrial engineering, project & risk management as well as project and operational support. This position will fall in the project management discipline where the candidate must be fully capable to perform project document control and administration, with a key focus on document management and archiving.

The candidate should have sufficient technical capability to integrate with other disciplines and it will be beneficial to have a good understanding of how projects are planned and executed in the capital-intensive industries.

The successful applicant will be required:

- › Develop the document repository on a central drive system.
- › Develop a document numbering and management system.
- › Review, edit and conduct quality control of documents before client submissions.
- › Manage day to day office administration tasks and assist integrated team with administration.

Desired Skills:

- › Document management and control on large and major projects in the mining industry.
- › Report writing and quality control of documents.

Should you wish to apply, please send your CV, Cover Letter and Qualifications to vacancy@vbk.com.co.za. Only successful candidates will be contacted.

Applications close 28 March 2023.



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