

Project Manager (m/f) Document & Data management

- ID 100175-

The Company

Our customer ranks among the world's leading manufacturers of premium polymers and serves a wide range of markets including the automotive, building, electronic, medical and cosmetic industries. Its products and application solutions are found in almost every area of modern life.

More than 10.000 highly motivated employees are generating a yearly turnover of more than Euro 10 billion on a global basis.

The high focus on innovation, the environment and overall sustainable solutions in combination with an extensive capital investment program are the basis for the ongoing growth and continued success.

We are currently looking for a 'Document & Data Manager (m/f)' at one of our customer's locations in North Rhine Westphalia / Germany.



Your Tasks and Responsibilities

- Development and maintenance of document management plans in projects and development of needed data models.
- Manage document processing and distribution through the life cycle in project organizations.
- Establish internal quality controls to secure their effective implementation.
- Assure flow of documents in electronic form or on paper through organizations and servers.
- Import and export of data packages into/from engineering tools.
- Ensure the security, accessibility and targeted distribution of documentation and data and support the project organization to identify and classify documents or other electronic content following information security guidelines.
- Develop and enforce appropriate guidelines, procedures and master templates.
- Manage a team of document controllers in execution phases of projects.
- The purpose of this position is to support large and medium capital investment projects by managing documents and data internally and with external partners. He creates rules, workflows

and templates or even data models and uses them together with his team to control the flow of documents and data and ensure the security and accessibility of them.

- The document & data manager reports directly to the group manager in the line organization respectively to the various project managers. He/ she works in conjunction with internal IT organizations to facilitate smooth operation of the document management systems.

Who you are

- Master's degree in engineering, business or economic sciences or equivalent
- 3 to 5 years of work experience in document management for capital investment projects
- Solid knowledge in relevant practices and systems based on a sound IT knowledge
- Highly structured working method
- Ability to communicate well, orally and in writing
- Passion for high performance culture
- Encouraged by a dynamic business environment
- Fluent in German and English.

What we offer

- Competitive pay including base salary, bonuses, long- and short-term incentives and retirement benefits.
- Excellent opportunities for professional and personal development.
- A motivating corporate culture at a global industry leader
- Health support like sports programs, regular medical checkups and innovative workspace concepts
- Individual and flexible pension plans for the long-term planning of your retirement

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