

DOCUMENT CONTROLLERS

🌟 We're Hiring: Document Controller 🌟

Freiburg is seeking Document Controllers to join our team for multi-million-dollar Oil & Gas Field water pipeline and Sewerage Process/Treatment Plant projects in Abu Dhabi.

Available Positions:

- Document Controller – 3 positions

Key Requirements / Qualifications:

- Proven experience as a Document Controller in Oil & Gas, Process Plant, or Infrastructure projects.
- Strong knowledge of document control procedures, engineering drawings, and project documentation.
- Hands-on experience with document management systems (DMS) and maintaining revision control.
- Ability to coordinate with project, engineering, QA/QC, and HSE teams to ensure proper documentation flow.
- Excellent organizational, reporting, and communication skills.
- Diploma or Bachelor's degree in Engineering, Administration, or related discipline preferred.

Responsibilities:

- Maintain project documentation, drawings, and records in an organized and accessible manner.
- Control document revision, distribution, and approvals according to project standards.
- Support project teams with document retrieval, submission, and reporting.
- Ensure compliance with client, statutory, and HSE requirements for documentation.
- Prepare and provide reports and updates to project management as required.

📍 Location: Jebel Dana, Abu Dhabi – Site-based

💻 Experience: Minimum 3–5 years in Oil & Gas / Process Plant projects

✉️ Apply now: Send your CV to career@freiburgcgm.ae and become part of a team ensuring efficient project documentation and control.