



Job Opportunity: Document Controller

- Do you have the **courage and determination, work ethic, humility and passion** to achieve your goals with a start-up mindset?

About Us

Tattarang is one of Australia's largest private investment groups with a portfolio that spans across agri-food, energy, resources, property and lifestyle. The group is made up of six business divisions: Fiveight, Harvest Road, SFM Marine, Squadron Energy, Wyloo Metals and Z1Z. We believe in investing for growth and pursue opportunities in both the listed and unlisted space with a long-term investment horizon.

Squadron Energy is our Australian resources company focused on projects in natural resources and renewable energy. Squadron Energy looks to invest in initiatives, research, technologies and projects that will support and accelerate the transition to a low carbon economy.

About the Project

AIE, part of Squadron Energy Group, is developing the Port Kembla Gas Terminal to facilitate the provision of LNG into the east coast market.

The PKGT is strategically located in an existing industrial port located a short distance (13km) from the existing Eastern Gas Pipeline (EGP) which provides a major natural gas arterial between Victoria and NSW. With construction forecasted to take 18-20 months, putting the project on track to supply more than 75 per cent of NSW's gas needs by the end of 2022.

About the Role

As the Document Controller you will manage various aspects of document control, including the receipt, storage, retrieval and circulation of documents, review coordination external submission and distribution control. The documents may include design documentation, confidentiality agreements, various instructions, reports on the project, safety, quality and the environment. The primary document control tool is Aconex. In addition to:

- Maintenance, control and distribution of project documents including specifications, drawings and correspondence.
- Ensure that the project document management system (Aconex) is used effectively for controlling the project documentation.

About You

- Degree or post-secondary school training or TAFE certificate in Business Administration
- Proven leadership and relationship building skills
- 3-5 years experience in Document Control
- Experience with Document Management Systems on technical/construction projects
- Competent with Aconex and MS Office software;



- Substantial experience with controlling AutoCAD drawings and technical documentation (specifications, design reports, etc) on large industrial projects.
- Records management
- Prioritisation Skills
- Knowledge of Project management systems and processes
- Experience In Project environment or equivalent Industry

Next Steps

Please attach your resume and a cover letter explaining why you are up for the challenge!

Tattarang and Minderoo Foundation embraces Equal Opportunity and promotes diversity. We actively encourage Aboriginal & Torres Strait Islanders, people of all backgrounds, ages, sexual orientation, and those with Disability to apply.