



ESI Technologies Group, part of the Indutrade Group, is the leading supplier of Process Equipment & Engineering Solutions into the Pharmaceutical, Chemical and Biotechnology Industries in Ireland & UK.

Our wide range of products include Control, Instrumentation, Valve & Actuation, Pressure Safety devices, Pumps, Heat exchangers, Skids, Vacuum, Tank & process equipment, Filtration, Clean room pipe insulation, and Tubing & fittings.

The continued expansion of our Irish and UK Sales Operations has resulted in the requirement for the following position:

### **Documentation Controller**

Reporting to the Documentation Business Unit Leader, and joining our Documentation team, this position will be based in our Cork office. Responsibilities will include:

#### **Duties of the Role include:**

- Documentation control incorporating (for both ESI Technologies & Process UK).
- Logging of all orders requiring full documentation packages on "Main Log in Intact IQ. Certification logged on doc Certs also to be logged on Intact IQ.
- Issuing of our Vendor Document Schedule (VDS) to each customer requiring documentation package.
- Check Sales orders against customer PO's.
- Issuing of documentation packages to customer in line with due date logged.
- Uploading of documentation in electronic format to ESI Doc's portal's or customer portals as required.
- Invoicing of docs line items once final copies issued & chasing of docs invoices if required/agreed with accounts.
- Running of documentation related KPI's & customer reports as job/project requires. Responsible for the Documentation record management system (the computerized quality system tracking tool i.e. Doc Boss). Responsible for the document control system including co-ordination of processes and ongoing compliance.
- Filing & house-keeping as per company procedures.
- Maintain accurate and detailed records/files on customer job files – both in hard copy & Electronic copy.
- Responsibility for awareness and action of related personal, department & company Procedures/KPI's.
- Need to meet deadlines and work towards set Team and departmental targets.
- Adherence to companies ISO 9000 Quality, and Health & Safety procedures.
- Build relationships working in partnership with all divisions & departments within ESI and other cross functional teams.
- Other related duties to be agreed in conjunction with BUL as deemed necessary

#### **Ideally the candidate would possess the following skills/experience:**

- Excellent administration & IT skills, including experience with MS 365, Excel, MS Word, PowerPoint & ERP systems.
- Must be able to identify customer needs and recommend appropriate solutions whilst achieving the highest level of customer satisfaction.
- Be capable of working consistently both as part of a team and on own initiative.
- High attention to detail, with technical speed and accuracy.
- Reliable and committed with ability to work in busy customer focused environment.
- The ideal candidate will be analytical, detail-oriented, organised and be capable of using their own initiative
- Effective communication and People skills are a prerequisite.

This is a terrific opportunity for an initiative-taking, experienced & customer orientated person to join our company with a focus on supporting our Irish & UK business & being part of a growing team.

**Remuneration package is commensurate with experience.**

**Position: Permanent**

**ESI is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**

**Applications in writing to:**

**The HR/Training & Development Manager, [hr@esitechgroup.com](mailto:hr@esitechgroup.com). Replies only provided to those who are shortlisted.**