

DOCUMENT CONTROLLER – CROSS HILLS

Salary: £24,000–£28,000 per annum (depending on experience)

We're expanding our QUALITY Team with two opportunities available for motivated and detail-driven **Document Controllers**.

MAIN RESPONSIBILITIES

- Manage and oversee the full lifecycle of manufacturing and quality documentation.
- Lead the development, review, and approval of certification packages including EN10204 3.1/3.2, PED, ATEX, and other applicable customer or regulatory certifications.
- Ensure document control systems are maintained and improved in line with ISO9001 and customer audit requirements.
- Drive Continuous Improvement in documentation processes, implementing best practices for control, accessibility, and retention.
- Maintain and implement standard templates, naming conventions, and revision control across all documents.
- Support internal and external audits by providing accurate, traceable documentation as required.
- Work with customers and third-party inspectors to satisfy documentation related queries, NOI's, NCR's, and certification needs.
- Monitor documentation KPI's and report performance to senior management.

WHAT WE'RE LOOKING FOR

- Previous experience within document control
- Excellent organisational and time-management skills
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Strong communication skills and attention to detail
- A reliable team player who can also work independently

SECURITY REQUIREMENT

Employment is subject to security restrictions. These restrictions mean that factors such as your nationality, any nationalities you may have previously held, and your place of birth can restrict the roles you are eligible to perform within the organisation. All applicants must as a minimum achieve Baseline Personnel Security Standard

WHAT WE OFFER

We value our employees and offer a competitive and supportive package, including:

- 💰 Annual salary: £24,000–£28,000
- 🌴 33 days holiday (including bank holidays)
- 💵 Pension scheme: 8% combined contribution (4% employee, 4% employer)
- 🕒 36 ½ hours/week, Mon–Fri, with a flexitime system and early finish on Fridays
- 🤒 Paid sick leave (after six months' service)
- 🅐 Free onsite parking
- ❤️ Employee Assistance Programme, including access to professional counselling

-  Death in Service benefit
 -  Cycle to Work scheme and onsite shower facilities
 -  Company-wide shutdown at Christmas
 -  £1,500 employee referral bonus for successful hires
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About Brooksbank Valves

A family-owned leader in high-quality valves for marine defence and oil & gas, Brooksbank Valves has over 70 years of industry excellence. Accredited to ISO9001:2015, we're expanding our team thanks to a strong order book supporting UK strategic defence programmes.

•  Ready to apply? Join a trusted name in valve solutions and play a key role in ensuring our processes run smoothly by ensuring critical information is organised, accurate, and accessible.. Then email jobs@brooksbank.co.uk

No agencies