



Documentation Controller, H2 Energy Esbjerg

H2 Energy makes hydrogen from renewable energy a cornerstone of the energy system. Founded in 2014, H2 Energy is active along the entire hydrogen value chain, offering its know-how and engineering along each link. We draw on extensive experience especially in the realization of hydrogen production plants, the realization of hydrogen refueling stations and in the engineering of hydrogen fuel cell applications. Building on our existing success of establishing a green hydrogen ecosystem in Switzerland, we are currently planning one of Europe's largest 'Power-to-X' plant in Denmark.

Growing fast, we are now looking for an experienced Documentation Controller to join our growing team in Esbjerg, Denmark.

The Document Controller shall maintain and manage all documentation (reports, memos, proposals, tenders, engineering deliverables, photos, images...), in electronic or physical format, associated and relevant to the specific assigned project(s), in accordance with the approved relevant Document Management System.

The Document Controller shall coordinate with the different Stakeholders within the organisation and ensures that Documents are kept in the right location and are accessible to individuals according to the established Communication. This role often involves working to deadlines and ensuring that all departments of the organisation are following the same Procedures and processes with regards to Project(s) information.

Your field of responsibility

- Develop and implement processes related to document control and management, including potential modifications as required
- Checking quality of documents
- Monitoring processes associated to Document Management
- Producing listings
- Setting up project filing systems
- Teaming up with other documentation groups, as required
- Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence
- Input document data into the standard registers ensuring that the information is accurate and up to date
- Generate the various document control reports as required
- Typing of site documents, and follow up of all the site needs
- Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable



- Maintain updated records of all approved documents and drawings and their distribution clearly
- Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
- Maintain the files and control logs as required by the project.
- Collaborate in the Communication Plan activities as required, associated with the distribution of updated documentation
- Participate and collaborate, as required, in Quality management activities and audits (internal or third parties), ensuring the Document Management System activities are rightly implemented and monitored

Your skills and experience

- Very detail oriented
- Ability to analyse data and come to conclusions
- Great time management skills
- Ability to implement follow procedures exactly
- Remarkable organizational skills
- Microsoft office suite skills. M-Files desirable.
- Can work independently without much guidance
- Ability to communicate with team

Next steps

Please submit your application with cover letter and CV (in English) to Jenny Räsänen, jenny.rasanen@h2energy.ch. If your profile is a match, we will invite you for a first chat to discuss the role and your expectations in more detail. If you do not hear from us within 3 weeks, please note that we then have decided to unfortunately not proceed with your application this time.

At H2 Energy we commit to an inclusive recruitment process and equality of opportunity for all job applicants.