

Document Controller

As a result of significant recent growth, Fluenta Solutions Ltd. is seeking a **Document Controller** to join our team and support our growing business.

1. About You

The Document Controller should meet the following requirements:

- Education: a degree in engineering, business, or equivalent,
- Excellent organisational and administrative skills. Able to work on multiple projects simultaneously and prioritise workload,
- Good communication skills and excellent attention to detail,
- A high standard of spoken and written English is essential,
- Excellent computer skills. MS Office skills are essential. Experience in CRM, databases and ERP is an advantage,
- Ability to work effectively in a highly complex, diverse, changing environment while adapting to change and maintaining focus,
- Technical background preferred.

2. About the Role

This role includes the following duties:

- Collaborate with the project management team and create customised documentation per customer requirements and specifications,
 - Support project management to ensure timely submission of documentation,
 - Submit documents to customers' online portals and document management systems,
 - Process incoming orders, entering them into the ERP system,
 - Coordinate service engineer visits with end users and the service team,
 - Assist with customer invoicing,
 - Assist with creating quotations,
 - Other duties which may be defined from time to time,
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- Full-time role,
 - Location: Near Great Gransden, Cambridgeshire.

3. About Us

Founded in 1985, Fluenta is a leader in the use of ultrasonic sensing technology for the measurement of flare gas. Monitoring flare gas is a critical aspect of managing safety and



profitability within the oil and gas industry as well as providing the basis by which oil companies pay certain taxes and report environmental issues.

Fluenta Solutions Ltd. serves as the sales office for Europe, Africa, and the Middle East. Our global research and development team are located at the same site.

4. Salary and Benefits

- £29,500 - £32,500, dependent on experience,
- 25 days holiday, pension scheme, electric car scheme.