

## Quality & Document Control Manager (m/f/d)

 Deutsch

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A platform with strong local teams on the ground in all its core Western and Eastern European markets: large-scale developer with 40 years of experience in the renewable energy sector. As a developer, operator, investor, the company focuses on solar PV, wind, hydro and storage. Currently, RP Global is developing 13 GW(p). The company's headquarters are in Vienna, Austria and Madrid, Spain. The team in Vienna is looking for support.

**Arbeitszeit: Vollzeit****Ort: W**

### Your responsibilities:

- Control and enforce quality assurance of internal document-based procedures and reporting
- Perform quality control of documents prepared by all departments regarding correctness, completeness and compliance
- Oversee the receipt of documents and pro-actively collect periodic reports
- Ensure the delivery of documents to Senior Management in full compliance with pre-defined standards
- Resolve shortcomings in documentation in close cooperation with reporting responsible persons
- Track and control the documents through their process of approval or acknowledgement
- Ensure compliance with the pre-defined document management system (storage, accessibility)
- Suggest and implement improvements in the formats of documentation (approval requests, reports)
- Suggest procurement and coordinate implementation of any suitable supporting management system documents

### Your qualifications:

- Higher-level secondary commercial college (HAK) paired with relevant professional experience or a university degree in a non-technical discipline
- Minimum of three years of professional experience in a similar field
- Proficiency required in Microsoft Office (Word, Excel, PowerPoint, Outlook) and internet applications
- Excellent command of the English language, both written and spoken, any additional language is a plus
- Passion for accuracy and highly developed organizational skills
- Team worker, with good communication skills and hands-on approach

### Our client offers:

- Committed international environment in an exciting industry
- Life insurance after the first year
- Team events within Europe

- Free German language classes
- Wiener Linien ticket (public transportation)
- Annual gross salary starting from EUR 45,000 depending on qualification and experience

## Leistungen



## Monatliche Gehaltsspanne

€ 3.214

Mindestgehalt

Überzahlung lt. Qualifikation möglich

## Ansprechpartner



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