

Document Control Assistant

Location: Onshore Aberdeen, opportunity for hybrid working

Salary: Competitive

Role Type: Contract PAYE 12 Months

Hours Per Week: Part Time 16-20 hours

Date Posted: Friday 09 October

Closing Date: Friday 23 October

The Role

At Serica Energy, effective document and information management plays a vital role in supporting safe, compliant and efficient operations across our offshore and onshore assets. As a Document Control Assistant, you will provide valuable support to our Document Control team, helping to ensure that critical operational information is accurately managed, maintained and accessible when needed.

Working within our IT, Data and Digital Management function, you will support the preparation and distribution of controlled documentation, maintain filing systems and assist with archiving activities across the business. Your contribution will help safeguard the integrity of information that supports operational excellence and regulatory compliance.

This is an excellent opportunity for someone who enjoys working in a structured environment, takes pride in accuracy and wants to develop a career within document and information management. You will work closely with experienced Document Controllers who will provide guidance and opportunities for **Learning** and professional development.

At Serica, we value open **Communication**, ensuring information is shared accurately and effectively across teams. We also encourage **Empowerment & Accountability**, giving individuals the confidence to take ownership of their responsibilities while delivering high standards of work.

You'll build trusted relationships across the organisation through **Respect** for colleagues, processes and the importance of maintaining reliable business information. Occasional offshore travel may provide the opportunity to gain further insight into how document control supports safe operations across our assets.

What we are looking for in potential candidates

We're looking for an organised and detail-focused individual who enjoys supporting teams, following established processes and contributing to a culture of safety, compliance and continuous improvement.

Leadership & Responsibilities

- Support the management and distribution of controlled and safety-critical documentation
- Maintain accurate document registers, records and filing systems
- Assist with company-wide archiving and information retention activities
- Ensure documentation is managed in accordance with established procedures and governance requirements
- Provide administrative support to the wider Document Control team
- Build positive working relationships across departments through effective communication and collaboration

Experience & Qualifications

- Strong organisational skills with excellent attention to detail
- Good working knowledge of Microsoft Office applications
- Ability to follow procedures accurately and maintain high levels of data integrity
- Effective written and verbal communication skills
- Previous administrative or document control experience would be advantageous
- Experience within the oil and gas industry, or a similarly regulated environment, would be beneficial

Our Culture

Serica offers the opportunity to be part of a busy, vibrant working environment with a strong culture rooted in mutual respect and trust.

We are passionate about building an inclusive culture that attracts and encourages diversity. We want our employees to feel that they can bring their true self to work, as we recognise the potential that this unlocks and the value that it brings.

We have created an environment that puts people at the heart of everything we do, based on a shared set of values. This means not just doing the essentials of looking after everyone's health, safety and wellbeing but their development, their sense of belonging and their success. Only by making our values a real part of everyday life at Serica can we achieve our goals and grow as individuals and together.

In real terms this means being truly supportive of the things that matter to our people.

Next Steps

If, having read the information above, you would be interested in a conversation to take things forward, please use the **Apply Here** button to submit your application.

Please note that applications for this role will be managed by our recruitment partner, the Orion Group. By submitting your application, you acknowledge that your personal data will be shared with and processed by Orion for the purposes of recruitment. For queries or to exercise your data protection rights, you can contact Orion at marketing@orioneng.com. Further information on how your data is used can be found in their [Privacy Policy](#).