



Document Manager

At TenneT, we are building an energy system that keeps the Netherlands moving. As a Document Manager, you play a direct role in managing critical project information. Together with your colleagues, you support large-scale offshore projects within the 2GW program.

Your contribution to TenneT

How do you keep the Netherlands powered?

As a Document Manager, you are responsible for executing and improving document and information management within projects, ensuring reliable, affordable, and sustainable energy for the Netherlands.

Your main responsibilities are:

- Setting up and applying document and information management systems and processes, ensuring information is transparent, traceable, and compliant.
- Safeguarding the quality of documentation and verify compliance with TenneT standards and contractual requirements, ensuring reliable use of project information.
- Supporting and guiding project teams in applying documentation processes, ensuring documents are correctly created, managed, and shared.
- Coordinating with internal stakeholders and contractors on documentation flows and progress, ensuring smooth collaboration and clear expectations.
- Analysing documentation and data flows and identify improvement opportunities, ensuring increased efficiency and quality within the project.
- Monitoring documentation progress and compliance, report on status, and signal deviations, ensuring timely adjustments within the project.

Within the Portfolio L&T Hitachi, you are part of a Project Management team of approximately 15 colleagues, embedded in a broader 2GW project organisation of around 50 professionals. You work closely with engineers, project leads, document controllers, and other document managers, both within TenneT and with external contractors. In this international environment, English is the working language, and you collaborate with partners in locations such as Sweden and India. You contribute to the execution of documentation workflows, support handovers, and actively help improve systems and ways of working within the project.

You will work hybrid with two fixed days (Monday and Tuesday) in Arnhem (Rijnpoort location), and occasional travel (approximately once per quarter) to Contractors location in Sweden and India (Mumbai).

Your profile and background

Experience & skills

- A completed bachelor's or master's degree.

Additional information

TenneT offers you the opportunity to contribute to a sustainable energy future. Together with colleagues, partners, and stakeholders, you will work on innovative solutions that enable the energy transition. We provide an environment where your growth is central.

We offer you:

- Permanent contract with a two-month probation period, based on 40 hours per week.
- Salary in scale 7, Euro 4.211 – 7.447 gross per month for fulltime full time
- 43 vacation days per year.
- Solid pension via ABP: TenneT pays 70% of your premium.
- Additional benefits such as health insurance, internet, and sports compensation.

All mentioned employment conditions apply to a full-time 40 hours position unless otherwise stated.

We value a good work-life balance and your personal development.

Therefore, we offer flexible solutions such as:

- Hybrid working, including an internet and home office allowance.
- Support for your vitality, with a contribution to a sports subscription and health insurance.
- Development opportunities through TenneT's training programs to continue expanding your knowledge and skills.

A pre employment screening is part of the process. Worklocation is Arnhem and you need to live in the Netherlands.

We encourage initiative and give you the space to bring new ideas. Together, we ensure that the Netherlands remains in motion and ready for the energy of tomorrow.

Apply Now!

Ready to make an impact? Apply today and become part of our team! If you have any questions about the position, please contact Bianca Kreijger, Recruiter People & Talent Acquisition at Bianca.Kreijger@tennet.eu or +31 6 4216 3962.

Job interviews for this position might be (partly) in English. Please send us your application document in English as well.

Together, we build a sustainable energy future!

The position may get unpublished earlier, so don't hesitate to apply!

- At least 10 years of experience in documentation and information management within complex project organisations, preferably in infrastructure or offshore.
- Proven knowledge of document management systems and tools in technical environments.
- Experience working with data and documentation flows and identifying process improvements.
- Fluent in English and comfortable working in an international environment.

Competencies

- **Managing complexity** – You structure and analyse diverse information and documentation flows, enabling clear and effective execution of tasks.
- **Decision quality** – You make sound decisions within your scope and act independently within defined frameworks, ensuring stable and reliable processes.
- **Driving innovation** – You contribute to improving systems and working methods, ensuring document management evolves with project needs.
- **Optimising work processes** – You identify inefficiencies and adjust workflows, ensuring smoother and more effective documentation processes.
- **Organisational awareness** – You understand the stakeholder landscape and involve the right people at the right time, ensuring alignment within the project environment.
- **Persuasion** – You clearly explain processes and align stakeholders on standards, ensuring consistent application of documentation practices.

This role falls within the Data & Documentation Management Specialist job profile, ensuring clarity for both you and TenneT on responsibilities, expectations, and growth opportunities associated with this position.

This will be our challenge

Offshore is responsible for the development, construction, and management of the offshore electricity grid. With the North Sea as the green engine of the energy transition, Offshore plays a clear and vital role within TenneT's organisational structure.

The Offshore division manages the entire lifecycle of all TenneT offshore installations, from development and realisation to maintenance and handover to the Operate division. A crucial task is the construction of 2 GW offshore 'sockets', which collect and transport generated wind energy to the mainland.

AI and more about TenneT

Since we use AI as part of our recruiting process, we would like to create transparency and clarity at this point. The AI serves exclusively as a supporting and recommending tool to make our processes even faster and more efficient. At no time are automated decisions made.

TenneT is a leading European grid operator. We are committed to providing a secure and reliable supply of electricity 24 hours a day, 365 days a year, while helping to drive the energy transition in our pursuit of a brighter energy future – more sustainable, reliable and affordable than ever before. In our role as the first cross-border Transmission System Operator (TSO) we design, build, maintain and operate over 25,000 kilometres of high-voltage electricity grid in the Netherlands and large parts of Germany, and facilitate the European energy market through our 17 interconnectors to neighbouring countries. We are one of the largest investors in national and international onshore and offshore electricity grids, with a turnover of EUR 9.2 billion and a total asset value of EUR 45 billion. Every day our 8,300 employees take ownership, show courage and make and maintain connections to ensure that the supply and demand of electricity is balanced for over 43 million people.

Lighting the way ahead together

<https://careers.tennet.eu/careers/JobDetail/113781>

Our offer



We are family friendly and flexible



Health - your basis



Modern working environment



Attractive remuneration and social benefits



Personal development

Our recruiting process

In our online-application-form you can apply within only some minutes as long as this job is posted. Afterwards we screen your application and get back to you as soon as possible. Our selection process consists of two interviews and a pre-employment screening.