



Document Controller

TenneT is growing fast to realize its strategic ambitions. We play a leading role in driving the energy transition. We are looking for a passionate Document Controller at our location Arnhem who will contribute to this and that might be you?

Your contribution to TenneT

- **Develop and oversee documentation processes** – Implement and ensure compliance with efficient document management processes and workflows across the entire project.
- **Manage the document control system** – Set up and maintain a robust document management platform in collaboration with external service providers and project members, fully aligned with TenneT standards and specific project or contract requirements.
- **Lead document management within the project** – Act as the key point of contact for document managers, providing technical guidance to ensure a seamless document flow.
- **Ensure smooth operation of the document management software** – Administer and optimize the system to keep all documents accurate, up-to-date, and accessible.
- **Primary contact for technical and process-related queries** – Handle escalations and complex documentation issues, ensuring quick and effective resolutions.
- **Training and onboarding** – Conduct training sessions for new internal and external project members, ensuring they can effectively use the document management system.
- **Responsible for as-built and handover documentation** – Ensure all project documentation is correctly compiled and delivered in accordance with TenneT specifications.

Your profile and background

Proactive Problem-Solving – Identifying and resolving document-related issues swiftly to maintain workflow efficiency. **Excellent Time Management** – Prioritizing tasks effectively to meet deadlines in a fast-paced environment. **Commitment to Quality Control** – Verifying that all documents meet required standards before they are distributed or used. **High Level of Confidentiality** – Handling sensitive data with discretion and ensuring compliance with security protocols. **Technical Proficiency** – Confidently working with document management software such as SharePoint, Think Project, and Documentum D2 to ensure seamless document control. **Effective Communication** – Keeping teams informed on document statuses and facilitating smooth coordination across departments. **Strong Organizational Skills** – Managing large volumes of documents efficiently, keeping them well-structured and easily accessible to relevant stakeholders. **Meticulous Attention to Detail** – Ensuring the accuracy and consistency of documents by carefully reviewing and verifying information. **Good understanding of Dutch** (minimum B1 level) and English language verbal and reading/writing.

Additional information

- As of May 1st or earlier
- The weekly working time is 40 hours
- Type of contract is indefinite or one year contract with the intention for indefinite

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.

For questions relating to the position:

Alexander Sanders van Well
Lead Cable and Survey
alexander.sandersvanwell@tennet.eu

For further questions regarding the recruiting process please contact:
Edward Verkammen
Recruiter
Edward.Verkammen@tennet.eu
People | Talent Acquisition

This will be our challenge

Grid Field Operations is executing Field Operations, Maintenance and (Baseload) Projects. We ensure the integrity and safety of our assets entrusted to us, while also ensuring their maximum availability. We make sure that the onshore grids of TenneT is reliable in Germany and the Netherlands.

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/92195>