



Join a high-performing group with a purpose: to grow a safer, cleaner, healthier future for everyone, every day.

We are hiring for **Document Controller** in **Halma company OsecoElfab**

| Location | Business Unit | Report to |
|-----------|---------------|---|
| Bengaluru | Safety | Project Coordinator/MCP Project Lead |

About us

Halma is a global group of life-saving technologies companies, driven by a clear purpose. We are an FTSE 100 company with headquarters in the UK and operations in 23 countries, including regional hubs in India, China, Brazil, and the US

Our diverse group of nearly 50 global companies specialise in market leading technologies that push the boundaries of science and technology.

For over 50 years, the combination of our purpose, strategy, people, DNA and sustainable business model has resulted in **record long-term growth in revenues and profits and an increase in dividend by ≥ 5% every year**—an achievement unrivalled by any company listed on the London Stock Exchange.

Halma India fulfils the potential of the region by harnessing the diverse talents, expertise, infrastructure, and operational

We have a team of over 250 professionals representing commercial, digital and support functions across our seven offices in India, two in Bengaluru and one each in Delhi, Mumbai, Thanjavur, Vadodara, and Ahmedabad.

HALMA INDIA IS CERTIFIED AS A GREAT PLACE TO WORK.

Here's why working with us is fulfilling:

We offer a safe and respectful workplace, where everyone can be who they 'REALLY' are, feel free to bring their whole selves to work and use their unique talents, knowledge, expertise, experiences, & backgrounds to create meaningful outcomes.

We nurture entrepreneurial spirits and empower them to think beyond the possibilities, to discover, shape and build their own unique stories. Our diverse businesses and operations provide fulfilling opportunities to grow as individuals and make an impact.

We are simple, humble and approachable, and we believe in leadership at all levels to bring our purpose to life. Everyone at Halma India makes an impact, and so do you when you join us!

Halma India is an equal opportunity employer, which means the base of our recruitment decisions is always on skills, competencies, attitudes, and values. We are committed to hiring from diverse backgrounds without regard to age, ethnicity, religion, marital status, disability status, sex, gender identity, or sexual orientation.





Detailed job description

About Halma company OsecoElfab

OsecoElfab is a leading provider of pressure relief solutions, offering products and services related to all aspects of pressure management. Our purpose is "Protecting life. Solutions for a safer, cleaner world." Oseco Inc. (based in Oklahoma, USA) and Elfab Ltd. (based in North Shields, UK) are both owned by Halma plc and in 2020 have merged into OsecoElfab (www.osecoelfab.com).

Position Objective (The purpose of role in current business/market scenario)

The Document Controller is responsible for managing all engineering and project documentation associated with OsecoElfab's MCP Project portfolio. This role ensures that all internal, supplier, and customer-related documents are properly controlled, submitted, and tracked through the approval cycle in compliance with OsecoElfab standards, customer requirements, and quality procedures. The position serves as the central point of contact for all document control activities, supporting coordination between Engineering, Operations, Quality, and Customer Teams (UK, US, and India offices).

The Document Controller will be expected to accurately track pending documents through weekly progress reports to ensure that all documents are aligned with the manufacturing time frame for the project. They will work closely with Project Engineers and Quality during the inspection phase of projects to ensure that all documents are completed/ approved so that goods can be released to ship. They will work closely with finance, operations and engineering to ensure deliverables and actions are efficiently and effectively executed.

Responsibilities (KRAs / deliverables / job expectations)

1. Document Management & Control:
 - Maintain a master document register for each MCP project, tracking submissions, revisions, and approvals.
 - Manage document numbering, revision control, and file naming conventions in accordance with OsecoElfab document control procedures.
 - Handle all incoming and outgoing correspondence, including transmittals, GADs, datasheets, test reports, and nameplate drawings.
 - Ensure only approved and current versions of documents are distributed internally and externally.
 - Maintain a clear archive of superseded or obsolete revisions.
 - Ensure documentation requirements defined within the PO contract, are properly incorporated into the engineering deliverables.
 - Review Project/End Client documentation specifications.
 - List out the required documents and documenting the project details.
2. Customer & Supplier Coordination:
 - Prepare and issue transmittals for customer submissions (via email or portal).
 - Monitor customer comments, VDRL sheets, and approval statuses, ensuring timely resubmission of revised documents.

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- Follow up with suppliers for vendor documents (MTRs, calibration certificates, and procedures) to support project documentation.
- Support the Project Coordinator in consolidating customer submission packages and final data books.

3. Internal Coordination & Tracking:

- Liaise with Engineering and Quality teams for drawing releases, test procedures, and FAT documents.
- Coordinate with UK/US counterparts on document submission schedules and version control alignment.
- Update internal document trackers and ensure all latest documents are saved in the shared project folder under the correct project ID.
- Assist in preparing weekly document status reports for project review meetings.

4. Compliance & Quality Assurance:

- Ensure document management activities are compliant with OsecoElfab's QMS and customer specifications.
- Support internal and external audits by maintaining traceable and well-organized documentation.
- Maintain confidentiality and security of sensitive documents and customer communications.

**Critical Success factors
(critical / high impact
aspects of role)**

- Input orders to the ERP (Dynamics 365) system in a timely manner.
- Dealing with customer emails and calls facilitating sales order processing.
- Resolve customer and representative issues with stuck orders.
- Ensure that purchase orders received are correct and match any quotation sent.
- Support OsecoElfab Agencies, Representatives, and direct sales force on targeted capital projects during bid stage.

Academic qualification

- Bachelor's degree in, Business Administration, or related discipline.

Experience (exposure)

- Minimum 2-5 years of experience in document control within EPC / Oil & Gas / Engineering projects.
- Preferred Background: Experience with project documentation for an engineering/manufacturer or a company with project documentation/administrative duties.
- Software Proficiency:
 - MS Office (Excel, Word, PowerPoint)
 - Document Management Systems (SharePoint / Aconex)
 - PDF editing and markup tools

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Key attributes (critical functional competencies)

- On-time submission of documents as per customer schedule.
- Accuracy of project document trackers and registers.
- Positive feedback from project leads, engineering, and customer teams.
- Compliance with internal document control and QMS procedures.

Competencies (fundamental skills and attitudes)

- Excellent attention to detail and accuracy in document tracking.
- Strong organizational and coordination skills.
- Clear written and verbal communication, with ability to follow up professionally with customers and suppliers.
- Ability to manage multiple project submissions simultaneously and meet deadlines.
- Familiarity with international documentation standards and customer submittal formats.
- Process oriented and collaborative way of working.

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