

**Workplace:**

Herning

Homepage:

<http://www.gml-hr.dk/>

Head of Documentation

Nel Hydrogen has positioned itself as a global player for the rapidly growing hydrogen economy. We develop and manufacture complex products for the hydrogen fueling market. Part of a leading product and service portfolio is documentation and the underlying documentation management processes and systems.

The position

As a Head of Documentation in Nel Hydrogen Fueling, you will be responsible for the Nel Fueling document management system as well as for the related documentation creation processes. That starts with defining the next generation document management system, supporting our ambitions being a world class industry leader and ends with managing the internal and external documentation specialists which are creating documents for all Nel Fueling departments.

You will work closely with Product Development, Production, Installation, Commissioning and Service. You will report directly to the Senior Director for Product Management and Documentation and your place of work will be our office in Herning. Limited travel for internal meetings within the Nel group must be expected.

Your tasks will include:

- Managing the existing document management system
- Planning and managing the roll out of the next generation document management system in alignment with the IT strategy
- Managing and developing a team of internal documentation specialists
- Managing of external service providers for general documentation services as well as translation services
- Offering documentation services in accordance with the needs of the organization

Contact:

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Seniorkonsulent
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- Defining target quality levels for all documentation types
- Further improvement of our document creation-, review- and approval-processes considering internal requirements like HSE regulations
- Ensuring the right quality of all documents, especially the ones used for inter-action with external parties, examples are:
 - Product documentation
 - Production documentation
 - Installation, commissioning and service documentation
 - Training documentation

Your background

You possess relevant educational background and experience with defining and managing document management systems and its related processes. You can lead a team of specialists and work with external service providers supplementing your teams' capabilities.

You have a service orientated mindset, are curious, and can quickly connect financial, organizational, and technical dimensions of business processes within the industrial goods sector. You are very structured, consistent, and clear with documentation, able to create excellent processes supporting intuitive working. You can work independently and in teams and are highly skilled in both written and spoken English.

Requirements for this position:


- Relevant training in document management or similar management areas
- Strong experience with document management systems and related improvements
- Experience as a team lead for a small team
- Experience in working with external service providers like IT or engineering services
- Strong result orientation
- High motivation and ability to learn new things and finalize tasks
- High skill in understanding and structuring customer requirements
- Comfortable with stakeholder management and reporting to high level management
- Excellent MS office skills
- Experience in both independent and teamwork
- Communicate fluently in both written and spoken English

It will be an advantage if you have fluent or elementary proficiency in a second language like e.g., German, or French.

Your opportunities

You are offered an exciting job working within the rising Hydrogen Technology industry.

You should expect to work in an environment where change is part of your everyday life, and where you, with your experience and knowledge, will be able to greatly influence your own work. Nel Hydrogen is sited in Lind near Herning, in state-of-the-art facilities centrally

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APPLY

positioned nearby the highway and we offer our employees many benefits.

Application

If this position should be of interest to you, please apply by clicking the "Søg stillingen" button. CV and application in English.

Note! Interviews are held on an ongoing basis. All inquiries are treated confidentially. If you would like to know more about this opportunity and Nel, please feel free to contact Recruitment Consultant Janne Nissen at GML-HR +45 24 94 88 00, who is handling this recruitment on behalf of Nel, or find more about Nel – visit Nel at <https://nelhydrogen.com/>. Nel is an equal opportunity employer, and all qualified applicants will receive consideration for employment regardless of race, colour, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. All employment is decided based on qualifications, merit, and business need.

About the company

Nel is a global, dedicated hydrogen company, delivering optimal solutions to produce, store, and distribute hydrogen from renewable energy. We serve industries, energy, and gas companies with leading hydrogen technology. Our roots date back to 1927, and since then, we have had a proud history of development and continuous improvement of hydrogen technologies. Today, our solutions cover the entire value chain: from hydrogen production technologies to hydrogen Fueling stations, enabling industries to transition to green hydrogen, and providing fuel cell electric vehicles with the same fast Fueling and long range as fossil-fueled vehicles - without the emissions.

