



# Document Controller

Based at Carlisle, Cumbria

**Starting Salary £18,250 - £20,987 per annum plus Bonus**

*Direct Rail Services (DRS) is a wholly owned subsidiary of the Nuclear Decommissioning Authority (NDA), established in 1995 to provide a safe, secure and reliable transport service to the nuclear industry. Today DRS have a reputation for excellence within the Freight Industry and have a profitable and dynamic business boosting a healthy turnover of around £45 million a year. Whilst DRS continue to support the decommissioning activities of its parent company, it has successfully extended its service offerings into a number of new and exciting rail market sectors.*

We are currently looking to recruit a Document Controller to join our dynamic Compliance Team based at our head office in Carlisle.

The Successful candidate will:

- Administer and control all regulatory documentation to all relevant departments
- Administer and control all investigation documentation
- Arrange and prepare compliance group meetings
- Provide support for the BMS systems officer
- Provide SMIS inputting

Ideally Candidates would have:

- O' Level standard or GCSE grades A to C or Scottish Standard Grades. Training to City & Guilds, basic level. (NVQ-2)
- Experience in administrative work relating to regulatory document control

Candidates must be:

- Organised, manage time
- Give Attention to detail
- Work as part of a team

In return we offer an attractive salary plus bonus, 33 days annual leave, company pension scheme and healthcare scheme.

If you would like to apply for the above position please forward an up to date CV and covering letter detailing how you would meet the above criteria to [recruitment@drsl.co.uk](mailto:recruitment@drsl.co.uk) by 27<sup>th</sup> February 2012

Successful applicants will be required to undergo security clearance including, reference, nationality and identification checks.

[www.directrailservices.com](http://www.directrailservices.com)