

Compliance Coordinator – Engineering Unit

Join Our Team as a Compliance Coordinator!

At Metroselskabet, we know that ensuring high-quality project execution isn't just up to engineers and on-site personnel—it's also about communication and structured workflows. That's where you come in.

As a **Compliance Coordinator**, you'll play a key role in managing and maintaining project documents and records. You'll oversee the creation, revision, and distribution of documents while ensuring compliance with regulations. You'll also manage document workflows, making sure authorized personnel can easily access and retrieve what they need.

Your Responsibilities

- Maintain and manage project documents and records in line with company policies
- Establish and implement document control procedures to ensure efficient review, creation, approval, and distribution
- Oversee the document management system to ensure easy access and retrieval
- Collaborate with teams to ensure documents are accurate, complete, and compliant
- Ensure all documentation meets regulatory requirements
- Develop and maintain document control reports to track compliance
- Provide training on document management procedures and systems
- Act as the go-to person for project members needing assistance with document platforms

About You

We're looking for someone who is:

- A strong communicator and team player
- Structured, pragmatic, and solution-oriented
- Independent and proactive
- Interested in driving digital solutions in document management
- Detail-oriented, organized, and efficient

Your Skills & Experience

- A bachelor's degree incl. business administration, information management, or a related field
- 2+ years of experience in document control or records management
- Knowledge of document control processes and best practices
- Strong communication skills in both **English and Danish**
- Proficiency in Microsoft Office and document management software (experience with Autodesk Construction Cloud is a plus)

What We Offer

At Metroselskabet, we work on some of Denmark's largest construction and civil engineering projects. We are committed to improving public transport and making the city more modern and sustainable.

We offer:

- A dynamic and professional work environment.
- A role with **real influence** and opportunities to contribute.
- Salary based on qualifications.
- **Flexible employment terms** and a great team atmosphere.

Interested?

For more information, contact **Team Leader Lotte Maj Steffensen** at **+45 7242 4954**.

Application deadline: April 25, 2025

We conduct interviews on an ongoing basis and will close the recruitment once we find the right candidate.

Apply as soon as possible!