Title: Senior Electrical Engineer – Battery Energy Storage & Substation Scope
Accountable to: Director, Projects
Location: Bangalore, India
Seniority: Senior
Job Type: Full-Time, Remote

Introduction

Edify Engineering solution is a Bangalore based advanced engineering and consulting organization that specializes in Strategic consulting services, Turnkey solutions, Manufacturing and Supply chain management services with a team of 20+ members from various technical & non-technical disciplines. Backed by a combined experience of over 120+ years, we deliver unique& disruptive solutions catering to customer needs and are driven by enthusiasm and endurance to achieve this goal.

Our client, Energy Vault is the creator of renewable energy storage products that are transforming the world's approach to utility-scale energy storage for grid resiliency. Our client's comprehensive offerings include our proprietary gravity, battery, hybrid/green hydrogen energy storage solutions and our technology-agnostic software suite that orchestrates and integrates multiple energy asset types (storage & generation) while optimizing dispatch, costs, revenues, and overall asset performance.

About the role

The Document Controller will provide essential support for managing and organizing project documentation for renewable energy projects in Australia. This role ensures seamless communication between on-site Australian teams and remote support staff, focusing on document control processes, version management, compliance, and quality assurance. The ideal candidate will have experience with Document Management Systems (DMS) such as InEight, Procore, and Aconex to efficiently track and manage documents. The role requires multitasking, cross-functional collaboration, and adapting to flexible hours to align with Australian time zones while maintaining the integrity and security of project documentation.

What you will do

- Implement document control processes that ensure accuracy, traceability, and accountability, enabling seamless control and distribution of project information throughout its lifecycle.

- Oversee project documentation management across platforms such as InEight, Procore, Aconex, SharePoint ensuring secure storage, version control, and compliance with project requirements.
- Create and maintain document control registers and change logs to track the progress, status, and revisions of project deliverables, including drawings, reports, schedules, ITPs, ITRs, and comment registers.
- Develop a project-specific document management plan, ensuring alignment with project requirements.
- Perform quality assurance checks on documentation prior to submission, ensuring compliance with the document management plan, contract requirements, and relevant regulatory standards.
- Coordinate document reviews, approvals, and distribution, ensuring timely feedback, accurate versioning, and maintaining document history.
- Collaborate with project managers, engineers, and stakeholders to develop and maintain a Master Document List (MDL), ensuring all documents meet contractual obligations and project specifications.
- Monitor document flow between clients, subcontractors, consultants, and internal teams, ensuring the timely submission, approval, and distribution of critical documents.
- Ensure compliance with project-specific documentation policies, ISO 9001 standards, and applicable industry regulations, maintaining accurate and accessible project records.
- Provide regular reporting to project leadership on document control activities, including document progress, outstanding items, and overall compliance with project timelines and quality standards.
- Develop and manage Manufacturing Data Records (MDR), ensuring all required quality documentation, including test reports, certifications, ITPs, and ITRs, are maintained and submitted to the client in accordance with contract requirements.

Qualification Requirements:

- **Education:** Bachelor's degree in IT, Commerce or a related field.
- **Experience:** 5+ years in Document Control, preferably in **construction** or **renewable energy** projects.
- **Technical Skills:** Proficiency in Document Management Systems (DMS) such as InEight, Procore, Aconex, or similar platforms.
- **Communication:** Fluent English (written/spoken); ability to simplify complex information.
- **Time Management:** Flexibility to overlap with USA/ Australian business hours as needed.
- **Cultural Awareness:** Sensitivity to Australian workplace norms and practices.

Preferred Skills:

- Knowledge of Australian renewable energy regulations (e.g., NER, AEMO).
- Strong understanding of document control processes, version management, and compliance standards like ISO 9001.
- Ability to coordinate multiple teams, contractors, and vendors effectively.