

Document Control

To support our continuous growth within the water business.

ABOUT US

We are an international organization with regional sales and production spread out over Middle East, China, Southeast Asia and India. AVK offers you a career opportunity working with our more than 5,000 dedicated people in all parts of the world. We believe in basic strategies, being innovative and keeping our business simple and we have a strong focus on the working environment and on being a responsible member of society.

KEY RESPONSIBILITIES

- Handle all documentation approvals in post PO stage and after delivery.
- Ensure that comments from client on documentations are promptly addressed and customers get feedback on time.
- Follow up on documents submittals and ensure obtaining of approvals on time.
- Ensure clear communication with other departments on approved specifications for each order.
- Technical support to the customers.
- Assist in making order change forms and ensure corrective actions are followed through by different departments.
- Ensure ordering system is maintained and updated with clean orders processed including clear instructions/communication to other departments relating to sales orders booked.
- Ensure relevant drawings, datasheets and procedures are uploaded/downloaded from customer portals and distributed between the concerned departments.

- Ensure that share folder is maintained and always updated with latest documentations and approvals.
- Be able to read and understand specifications and designs related to valves.

ABOUT YOU

- Mechanical or Industrial engineering or similar technical educational background.
- 2 – 4 years' experience working with project background. Preferably in Saudi Aramco Projects or Oil & Gas market.
- Familiar with Saudi Aramco Standards (SAMSS/ SAES/ SAEP/ NMR & SA-175 Forms and Procedures) is an advantage.
- Familiar with Saudi Aramco documentation and inspection requirements is an advantage.

WHAT WE OFFER

- A challenging career in the AVK Group, with more than 100 companies worldwide.
- Salary is negotiated at a competitive level.

LOCATION

- NRT Whitefield, Bangalore

APPLY NOW

Please submit your resume and a cover letter highlighting your relevant experience and why you are the ideal candidate for this position to HR@avkindia.com



AVK's core business area is the development and production of valves, hydrants and accessories.

Our products are part of vital infrastructure for clean drinking water, safe distribution of natural gas, efficient wastewater management from households and industry, and fire protection.

The AVK Group is family-owned with headquarters in Galten, Denmark.

With a turnover of EUR 1,206 million in 2024 and more than 5,000 employees at 100+ production and sales companies worldwide, AVK is a significant player in our line of industry.

Quality, continuity and close relationships form the basis of our goal of being our customers' preferred choice.

www.avkvalves.com

