

Job Description



Job Title	Document Controller
Location	Castleblayney, Belfast
Job Summary	In this position you will play a key role in providing Document Control /Administration for Mechanical & Electrical Projects. Full in-house training will be given.
Key Responsibilities	<ul style="list-style-type: none"> • Process a large number of documents daily, including uploading & downloading drawings / documents and printing for distribution. • Maintain accurate document record logs of all drawings and documents issued by all parties at each stage of a project. • General administration of project documents. • Perform weekly checks to ensure all project documents are kept up-to-date. • Build, manage & maintain relationships with clients, contractors, other construction professionals, suppliers and staff. • Report to the Document Control Manager on a daily basis. • Implement robust processes and controls to increase efficiency and improve performance. • Any other duties required to fulfil the requirements of the position.
Essential Criteria	<p><u>Qualifications</u></p> <ul style="list-style-type: none"> • 5 GCSE's or equivalent to include English and Maths <p><u>Experience & Knowledge</u></p> <ul style="list-style-type: none"> • Minimum of 2 years of proven experience in a similar document control role in a construction environment • Highly IT literate and proficient in the use of MS office including Outlook, Word and Excel • Knowledge of Common Data Environments (4P, Aconex) <p><u>Abilities & Skills</u></p> <ul style="list-style-type: none"> • Strong time management and excellent organization skills are essential, underpinned by an attention to detail • Possess excellent interpersonal and communication skills including the ability to liaise and advise staff at all levels; written and verbal • To be flexible and work as part of a team • Ability to work under pressure and cope with a varied portfolio of work, progressing them with reduced supervision. • Able to work under pressure and meet short deadlines • Adaptable and quick thinking

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Desirable Criteria	<ul style="list-style-type: none">• Knowledge of Autodesk AutoCAD and Revit
Requirements	<ul style="list-style-type: none">• CV with 2 named references & contact details

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