JOB DESCRIPTION ~
DOCUMENT CONTROLLER/COORDINATOR/ OFFICE ADMIN

Job Purpose:

Ensure Document Management consistency across all Projects, rigorously, maintaining control and traceability of the documentation from Project initiation throughout completion.

Principle accountabilities:
- Implement and maintain document control processes and procedures
- Develop and maintain the Document Management System
- Manage all flows of documents either in electronic form or on paper support
- Ensure Document Management accordingly to established procedures or standards (documents numbering, formats, issuance, review, dispatch, recording and archiving)
- Maintain and manage electronic and hard copy documents as required
- Process incoming documentation (registration in the DMS, internal distribution, archiving)
- Process outgoing documentation (transmit to Client and Suppliers/3rd parties)
- Makes sure that controlled copies of latest approved documents and drawings are distributed internally and externally (Clients and Suppliers)
- Ensure control and coordination of projects documentation and data
- Ensure all drawings/documentation are correctly identified, distributed and filed/stored
- General document control activities such as photocopying, scanning, analysis of suppliers documents compliance with Project standards regarding numbering and all others aspect related to document quality
- Assistance in the preparation collation and issue of reports and registers as may be required
- Communicate and liaise with Project Teams, Suppliers/3rd parties to agree standards, systems, efficient flow of documentation, handover and close-out of Project activity to ensure consistency in document control as required
- Monitor technical documents review and approval in accordance with agreed schedule
- Monitoring of documentation progress in cooperation with the project planner
- Produce internal and external (Clients and Suppliers) over-due reports
- Ensuring the use of standardised forms and templates
- Set-up Projects folders and facilitate Project communication process
- Establish and maintain the Master Document Register in cooperation with the Project team
- Collate, produce and submit QA Documentation for Clients

Other tasks / general:
- Other relevant duties/tasks as directed by Directors, Contract Managers/Site Managers and Quantity Surveyors

Qualifications and experience:

Skills
- Communication
- Teamwork and relationships
- Document management
- Methodical and rigorous
Training and qualifications

- Document Control Certification is an advantage
- Specific training courses related to Document Management and Quality

Education (experience can compensate for lack of formal education)

Experience

- 4 years in the Construction/Construction Specialist industry preferred
- Advanced user MS-Office suite and Document Management Systems such as 4p, Procure, Asite and Conject