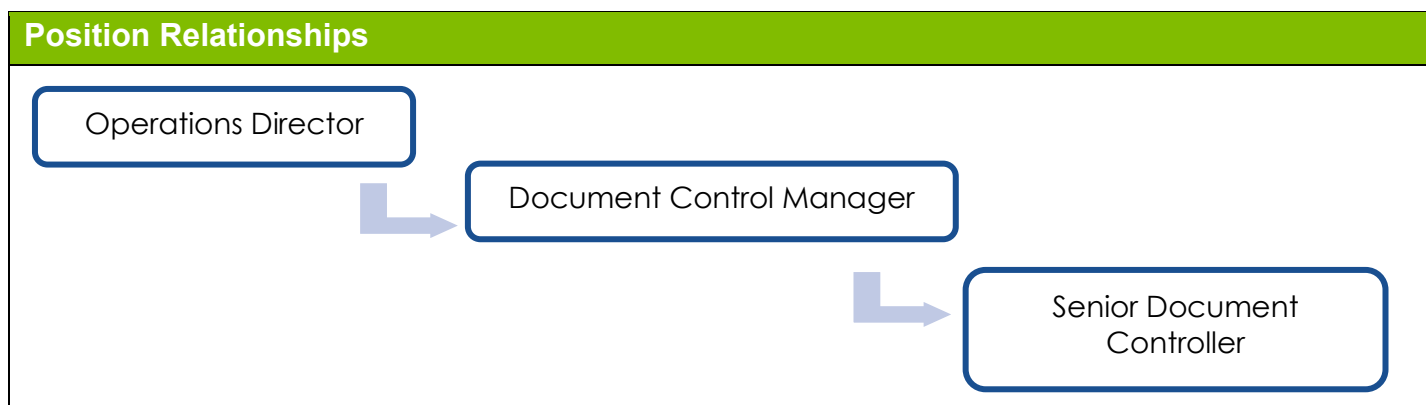


Job Description

Position Description	
Job Title	Senior Document Controller
Department	Document Control
Reporting to:	Document Control Manager
Location	Banbridge
Hours	38
Scope of Role	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.

Person Specification

	Essential	Desirable
Qualification	5 GCSE's or equivalent to include English and Maths.	Knowledge of Building services documentation systems.
Experience & Knowledge	Minimum of 5 years of proven experience in an administration Document Control role	Minimum of 2 years of proven experience in a similar document control role
	Highly IT literate and proficient in the use of MS office including Outlook, Word and Excel	
	Knowledge of Build control systems (4P, Aconex)	
Abilities & Skills	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, both in 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	