

JOB DESCRIPTION

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| Role Title: | Document Controller | Location: | Bildeston Office |
| Department: | Document Control | | TBC |
| Reports to: | Document Control Manager | Direct Reports: | None |

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| Role Overview: | <p>Supporting the business for all projects with the day-to-day projects administration, document control and supporting the Project delivery teams following the company processes and procedures. This role sits within the document control team and is a very fast paced position, requiring you to simultaneously manage your workload.</p> <p>The key part of this role is to manage the administration of the processes, coordinating all requirements, meeting tight deadlines and always ensuring compliance in line with the company's objectives.</p> <p>The role is based in Bildeston, but you may occasionally be required to work from our London Office or at a Site.</p> |
| Roles & Responsibilities: | <ul style="list-style-type: none"> • Working closely with your department manager to ensure all assigned works are completed within set deadlines • Ensure all documentation leaving the company is set out and correctly detailed with dates, revisions - to meet company standards. • Work closely with the project teams to ensure all relevant documentation is in place and correct. • Support the project team with the development and coordination of various documentation. • Data input on various in-house systems. • Printing drawings and paperwork for various sites. • Uploading or downloading documents and drawings onto or from the various web-based systems (Aconex, Project+, Asite, Procore, Viewpoint, Glider etc). • Issue all documents (Samples, Technical Submittals, RFI's Reports etc) and drawings following the correct procedures. • Converting and issuing As Built drawings to ensure project completion is met. • Uploading documents / drawings onto Procore on a day-to-day basis. • Support the production and processing of Operation and Maintenance Manuals (O&M). • Working to the high level of quality expected within the department. • Support the production and processing of site-based documentation. • Ensuring compliance with all Company Quality and Environmental Procedures. • Ensuring compliance with all Company Health & Safety Policies and Procedures. |
| Necessary Skills/Aptitude/ | N/A |

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| Knowledge/ Experience: | |
| Desirable Skills/Aptitude/ Knowledge/ Experience: | N/A |
| Qualifications: (Desirable to do the job) | N/A |
| Key Internal Relationships: | <ul style="list-style-type: none"> • Project Delivery Team • Document Control • Design Department • All other TMJ colleagues/Departments |
| Key External Relationships: | <ul style="list-style-type: none"> • Main Contractors • Sub Contractors • Suppliers |
| Prepared By: | Document Control Manager Date: 30.04.25 |