

JOB DESCRIPTION

Role Title:	Document Controller	Location:	Oxford Site
Department:	Document Control	Duration:	Fixed Term Contract- 12 Months from Jan-26
Reports to:	Document Control Manager	Direct Reports:	None

Role Overview:	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. 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. The role is based on our Oxford site, but you may occasionally be required to work from our London Office.
Roles & Responsibilities:	• 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.

JOB DESCRIPTION

Necessary Skills/Aptitude/Knowledge/Experience:	N/A		
Desirable Skills/Aptitude/Knowledge/Experience:	N/A		
Qualifications: (Desirable to do the job)	N/A		
Key Internal Relationships:	• Project Delivery Team • Document Control • Design Department • All other TMJ colleagues/Departments		
Key External Relationships:	• Main Contractors • Sub Contractors • Suppliers		
Prepared By:	Document Control Manager	Date:	30.04.25