

## document controller

**Job Title Interior:** Document Controller

**Department:** Support

**Location:** SE1 ONE

**Salary:** Competitive

**Description:**

Key responsibilities and accountabilities:

- Day to day issuing of drawings and documents using in-house intranet system.
- Final screening of drawing prior to issue to check for errors around title block with use of AutoCAD to make corrections.
- Final screening of documents prior to issue to check for general errors.
- Use of conversion software to save drawing and documents in various electronic formats (dxf, pdf, zip files etc.).
- Arranging printing and dispatch of issues via email, ftp, post and courier.
- Managing the downloading and saving or hard copy distribution of incoming documents/drawings from subcontractors/consultants.
- Creating and managing working A3 folders for projects including the insertion of revisions.
- Printing off of drawings for signing by the project team prior to filing.
- Coordinating his/her work with members of project teams.
- Coordinating his/her workload and holidays with the other document controllers.
- Working to deadlines as set by the project teams.
- Proactively liaise with project teams to forward plan workload.
- Follow and uphold the office management system protocols and CAD/Revit issuing protocols.
- Use of a variety of online electronic document management systems (such as connext, Aconex, 4projects, Project plus, Asite etc.)
- Liaise with contractor's and other consultant's document controllers.

- Attend training sessions on internal and external EDMS with the project team.
- Notify directors of protocol non-compliance and assist teams to rectify where possible.
- For completed projects, fill, log and label archive boxes and organise dispatch to offsite storage.

Qualifications, Experience & Skills:

- Good IT skills (especially internet use, Word and Excel)
- Awareness of AutoCAD and Revit
- Experience with a variety of online EDMS
- Preference: Familiarity with AutoCAD and Revit but not essential
- Good communication skills
- Good time management skills
- Experience in work to deadlines
- Excellent attention to detail and highly organised
- Relevant experience within the industry
- Willingness to challenge and uphold quality and protocol standards
- Work collaboratively

If you are interested in applying for the role please send your cv to [careers@tpbennett.com](mailto:careers@tpbennett.com).