**Role Definition.**

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| Job title: | Administrator/Document Controller |
| Reports to: | Contracts Manager |
| Direct reports: | N/A |
| Business unit: | South West | Location: | Site Based  |

**Summary**

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| We are looking for an Administrator/Document Controller to be based on site at our Hub in the Bulford Barracks. This is a 12 month fixed term contract where you will be required to set up, manage and maintain project document control systems in line with company, client and project rules as well as manage the workspace, meeting rooms, minute taking and message distribution. |

**Key Objectives**

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| * Coordinate all activities related to the document control procedure, including technical documents, drawings, and commercial correspondence
* Input document data into standard registers ensuring that the information is accurate and up to date
* Make sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as / if applicable
* Maintain the documents and drawings within the office and the electronic systems
* Maintain the files and control logs as required by the project
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**Principal Responsibilities and Accountabilities**

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| * Issue and receive controlled documentation, log issues and receivers, and create electronic transmittals to the project, customer and suppliers
* Scan documentation and liaise with external reprographics company
* Archive, retrieve and store documentation adhering to company standards and policies
* Check that all information complies with specified company formats, templates and standards
* Assist with quality checks and audits of document databases, identifying and correcting any anomalies
* Endorse the corporate content management system ensuring business system continuity is met
* Carry out routine document management administrative tasks including document release and publishing, technical query handling, transmittals, filing, copying and local library management
* Act as focal point for all team document management matters
* Effectively communicate document management problem areas to the project team where necessary
* Provide practical help and first line training support to team members
* Assist with the coordination of document management across the whole project including policies, protocols and practice
* Maintain and organise hard copy document masters in the satellite project library or archives
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**Person Specification**

**Education, Qualifications and Training**

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| **Essential** * Educated to GCSE standard in English and Mathematics
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**Essential Technical skills and Experience**

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| * Excellent written and verbal communication and interpersonal skills
* High level of accuracy and attention to detail
* Ability to meet deadlines without compromising on quality
* Good knowledge of the Microsoft package and some experience at web-based document control systems (or similar)
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**Desirable Technical skills and Experience**

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| * Having worked on construction sites or similar environments
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