

Document Controller | Amsterdam, Netherlands



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International market-leading construction organisation delivering large-scale Data Centre projects across Europe

Site-based role on fast-paced, technically complex, mission-critical construction programmes

Competitive salary and benefits package available

About Oradeo

Oradeo is an international recruitment and project services consultancy specialising in the delivery of mission-critical construction projects across Europe. We partner with leading contractors and global clients to provide high-quality staffing, project support, and professional services.

We are currently recruiting a **Document Controller** to support a major **Data Centre construction project** based in **Amsterdam, Netherlands**. This role is critical to ensuring the effective control, distribution, and compliance of all project documentation in a dynamic site environment.

Role Overview

The Document Controller will be responsible for managing and maintaining all project documentation in accordance with company standards and Integrated Management System (IMS) procedures. Working closely with project teams, consultants, and subcontractors, you will ensure that accurate, up-to-date documentation is available to all stakeholders, supporting efficient project delivery and compliance.

This is a key support role within the site team, contributing to quality

assurance, health and safety compliance, and overall project governance.

Key Responsibilities

Ensure all project documentation complies with company standards and Integrated Management System (IMS) requirements

Distribute, track, and control project documentation to ensure all stakeholders have access to the latest approved versions, including drawings, schedules, specifications, contracts, submittals, RFIs, and reports

Maintain and update project registers, including document registers, RFI logs, action logs, and issue logs

Analyse and summarise data from project logs, highlighting outstanding actions and overdue items

Generate regular reports to support project tracking, document status updates, and performance monitoring

Maintain accurate document storage, version control, and audit trails in line with document control procedures

Liaise with external consultants and contractors to ensure submitted documentation meets project standards

Support Quality Assurance (QA), Quality Control (QC), and Health & Safety (HSE) initiatives, including audit preparation and document compliance

Candidate Requirements

Minimum **2 years' experience** in a similar site-based Document Controller role within the construction or engineering sector

High level of verbal and written **English** (essential)

Strong organisational skills with excellent attention to detail

High level of IT proficiency, particularly in **Microsoft Office Suite**

Experience using document management or knowledge-sharing platforms is advantageous

Strong interpersonal and communication skills, able to work effectively with project teams and external stakeholders

Package & Benefits

Competitive salary package depending on experience

Opportunity to work on some of **Europe's largest and most advanced Data Centre projects**

Strong career development and progression opportunities in a rapidly expanding sector

Supportive, dynamic, and collaborative site and project team environment

Contact

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