# Document Controller – Denmark

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- One of Europe's Leading Main Contractors with Significant Annual Turnover
- Excellent package & career development prospects
- Prestigious projects including Industrial, Data Centre, Pharmaceutical, commercial etc.

Oradeo Recruitment is presently seeking interest for Document Controller to join an international market leading Main Contractor working on a number of large and prestigious projects (Pharmaceutical, Mission Critical, Industrial, Commercial etc.) within the country with opportunities to work across Europe if you would have an appetite for same.

**Duties and Responsibilities:**

- Ensure that all documentation complies with our standard Integrated Management System documentation
- Ensure that project documentation is notified/received by the relevant people involved in the project
- Manage the project documentation to ensure that all parties have access to the required documents as required, including drawings, schedules, specifications, contract letters, submittals, RFIs and reports
- Ensure timely transfer of documents from the clients folder to the project collaboration folder updating all superseded drawing.
- Manage the project RFI & Technical submittal registers updating the

registers with status updates, requests for additional information or closing the RFI / TS
- Send out weekly reminders to the project team and Design team on RFI / TS that are overdue.
- Print drawing as required by the project team and keep the drawing folder up to date what new drawing have been submitted, superseded drawing to be kept for records.
- Prepare monthly reports as requested by the project manager.
- Maintain an updated record of all documents.

**Selection Criteria / Person Specification:**

- Strong Administration experience
- PC literate with competency in Microsoft Word, Excel, Outlook
- Ability to liaise and manage all site paperwork
- Experience in the construction or engineering industry advantage but not essential
- SAP experience advantage but not essential as full training will be given
- Excellent telephone manner
- Attention to detail
- Ability to multitask and work under pressure
- Strong interpersonal and organisational skills
- Pride in the quality and presentation of work
- Excellent communication skills

**This is an excellent opportunity for a self-starter, highly motivated individual, within a dynamic, ambitious and market leading company. An excellent remuneration package will be available to the right candidate. Interested candidates should forward their CV along with salary expectations to recruitment@oradeo.com in confidence for the attention of Tara Ryan. Please see www.oradeo.com for further information on our company.**

About Oradeo – Oradeo Recruitment are specialists in the construction & engineering sector. We are a leading service provider in Ireland, UK and Europe for professional recruitment services and the provision of managed labour in Construction & Civil Engineering, Oil & Gas, Mechanical & Electrical,Warehousing and Logistics and Industries.