

# Document Controller (Dutch & English) | Amsterdam, Netherlands



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

Site-based role on complex, high-value, mission-critical construction programmes

Competitive salary and benefits package available

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### 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 an experienced **Document Controller** to support a major **Data Centre construction project based on site in Amsterdam**. This role requires fluency in **Dutch and English** and offers the opportunity to work on one of Europe's most technically advanced construction environments.

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### Role Overview

The Document Controller will be responsible for the effective management, control, and distribution of all project documentation in line with company Integrated Management System (IMS) procedures. Working closely with project teams, consultants, and subcontractors, you will ensure accurate, timely, and secure document control to support efficient project delivery.

This is a key support role within the project team, ensuring that critical documentation such as drawings, specifications, RFIs, and reports are properly managed and accessible to all relevant stakeholders.

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## **Key Responsibilities**

Manage project documentation systems, ensuring compliance with company Integrated Management System requirements

Administer and manage documentation through project platforms, including the **Bouwpas system**

Ensure all project documentation is correctly notified, issued, and received by relevant project stakeholders

Control, distribute, and track drawings, schedules, specifications, contract correspondence, submittals, RFIs, and reports

Maintain accurate, up-to-date document registers and revision control logs

Ensure document workflows are followed and records are maintained for audit and compliance purposes

Support project teams with document control queries and system usage

Assist with handover documentation and project close-out requirements

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## **Candidate Requirements**

Fluent verbal and written **Dutch and English** (essential)

Minimum **4 years' experience** in a Document Controller or similar role within the construction industry

Experience working on large-scale construction or engineering projects, ideally Data Centres or mission-critical environments

Strong IT skills, particularly in **Microsoft Office Suite**

Experience with document management or knowledge-sharing platforms is advantageous

Excellent organisational skills with strong attention to detail

Strong interpersonal and communication skills, able to work collaboratively with site teams and external parties

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## Desirable

Experience working on international or multi-disciplinary construction projects

Familiarity with quality management systems and audit requirements

Ability to work in a fast-paced, site-based environment

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## Package

Competitive salary depending on experience

Long-term opportunity on a high-profile European Data Centre project

Career development opportunities with a leading international contractor

Supportive project team and professional working environment

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## Contact

For confidential applications or further information, please contact:

☎ +353 1 687 7188

✉ recruitment@oradeo.com

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If you'd like, I can also:

- Shorten this for a **LinkedIn or Indeed advert**
- Adjust seniority (Junior / Senior Document Controller)
- Localise wording further for **Dutch market posting**
- Create a **confidential version with location partially masked**