

# Document Controller MD



*Document Controller*

*Leading Building  
Contractor*

*Excellent Package  
+Benefits*

*Apply in Confidence Today*

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## Document Controller | Dublin

- One of Ireland's Top Construction Companies with Significant Annual Turnover
- Large Prestigious Residential/Building Projects
- Excellent Package with Additional Benefits and Opportunities for Career Progression

**Oradeo Recruitment** is seeking interest in a **Document Controller** to work for one of Ireland's Top Construction Companies on some large prestigious projects on a permanent basis.

As a **Document Controller** you will play a key role in supporting the engineering department and in return you will receive professional and personal development opportunities to help you become a future leader within the organisation.

### Duties & Responsibilities:

- Manage the Viewpoint for Projects (VFP) system as the Common Data

Environment (CDE) for the lifecycle of the project

- Manage and host VFP training sessions for new users within the project team, either with groups or on an individual basis
- Act as main point of contact for support and coaching of project users of VFP, including third parties such as client teams, designers, subcontractors, suppliers, verifiers, and regulators
- Management of project file naming protocols with project team
- Create and manage document workflows in VFP, with direction from the project team
- Configuration and implementation of change control processes within the CDE
- Validation, checking and curating of all incoming and outgoing project documentation to the CDE including receipt, classification, verification, registry, distribution, and retrieval
- Configuration and preparation of status reports on workflows, sample submissions, TQs, RFIs and other reportable data
- Preparation and configuration of distribution matrices in compliance with project requirements
- Establishment and maintenance of central site files controlled and uncontrolled drawings and registers
- Collation of Operation and Maintenance, Health and Safety, Quality, Environmental, BCAR files
- Attend meetings to allow engagement of team and stakeholders
- Continuously identify and communicate opportunities for enhancement and reduction of waste and risks to Project Manager
- Ad-hoc administrative support to the site team

### **Necessary Requirements:**

- Experience of working on projects with large volumes of data and information from various sources
- Advanced experience of a common data environment (CDE/electronic document management system (EDMS), VFP preferred
- Ability to effectively communicate with and educate all stakeholders in the CDE; ensuring the protocols are strictly adhered to
- Experience of dealing with multidisciplinary design teams and client teams
- Experience of dealing with the sub-contractors and the wider supply chain
- Comprehension of naming conventions to PAS1192 Standard for BIM
- Excellent document preparation and formatting skills
- Ability to prioritise work, multitask and troubleshoot
- Interest in project delivery processes, project administration and the wider industry
- Advanced user of Microsoft Office suite
- Understanding of BS 1192 and PAS 1192.

**For more information about this Document Control opportunity or other Document Controller roles please contact Matthew Durkan at Oradeo Recruitment confidentially on +353 1 687 7188 or apply in confidence.**

**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 (Senior Quantity Surveyors, Quantity Surveyors, Contract Surveyors, Contracts Managers, Commercial Manager, Site Engineer, Senior Engineer, Project Managers, Document Control/Site Administrators etc.) and the provision of managed labour in Construction & Civil Engineering, Oil & Gas, Mechanical & Electrical, Warehousing and Logistics and Industry