

Document Controller



Document Controller

*Leading Building
Contractor*

*Excellent Package
+Benefits*

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Document Controller – Dublin/EU

- 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- Ensure timely transfer of documents from the clients folder to the project collaboration folder updating all superseded drawing.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drawing as required by the project team and keep the drawing folder up to date what new drawing have been submitted, superseded drawing to be kept for records.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