

Document Controller | Ireland & Europe (IH)



Site Administrator

Leading Building Contractor

Excellent Package +Benefits

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Site Administrator | Ireland & Europe

- Large international market leading main contractor
- Excellent package and career development prospects
- Large prestigious projects

Oradeo Recruitment are seeking a Site Administrator for an international market leading construction & engineering company to be based in Ireland or Mainland Europe.

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 etc.
- Maintain an updated record of all documents.
- Formalise documentation storage and track/control changes, as required.
- Drive the progress in terms of controlling the deliverables from the subcontractor as well as supporting our engineering team with all required actions, such as closing RFIs or reviewing the project documentation.
- Additional duties within the scope of documentation control as required

by the business.

Necessary Requirements:

- Prior experience in site based role including Data Centre / Pharmaceutical projects , within document control capacity.
- High level of verbal and written English is essential.
- Excellent organisation and interpersonal skills.
- High level of IT skills, particularly in Microsoft Office Suite.
- Experience of knowledge sharing applications is advantageous.
- Experience with Asite and Viewpoint platforms would be advantageous in this role.

For more information about this role or others, contact Irene Hegarty at Oradeo Recruitment 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 and the provision of managed labour in Construction & Civil Engineering, Oil & Gas, Mechanical & Electrical, Warehousing and Logistics and Industry