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| <b>Position title</b>      | IT Document Controller (Backdrafting) |
| <b>Position status</b>     | Local                                 |
| <b>Position reports to</b> | IM Supervisor                         |
| <b>Department</b>          | IM/IT                                 |

**Job purpose**

The document controller is responsible for the timely, accurate and efficient preparation and management of documents. They control the numbering, sorting, filing, storing and retrieval of both electronic and hard copy documents produced by technical teams, projects or departments.

**Duties and responsibilities**

A document controller's duties and responsibilities include but is not limited to the following;

- Set up, copy, scan and store documents
- Create templates
- Manage requests for documentation
- Print and distribute documents as necessary
- File documents in physical and digital records and ensure appropriate storage
- Review and maintain the accuracy of the records, editing where necessary to ensure they are up to date
- To liaise with and distribute project related information with all levels of the project team and potentially external parties
- Manage the processes around documentation within the organisation
- Maintain confidentiality around sensitive documentation
- Prepare ad-hoc reports on projects when required
- Ensure all technical documents, such as reports, drawings and blueprints, are collected and registered in system
- Notify personnel of updated document versions and how to access them
- Work with documents and records across various departments, including human resources, marketing and construction

Aside from the above tasks, as a document controller, you may be expected to train employees. The training will focus on the correct way to create and fill out company documents. This may be even more prevalent in a large organisation where you could be responsible for overseeing a group of document specialists, and therefore their training on the documents and systems in place.

**Qualification & Training requirements**

- High school diploma or equivalent required. Some college education preferred. Bachelor Degree in Construction Management or Engineering is a plus
- Knowledge of SmartSolve Document Management and document capture/image capture systems is a plus
- Basic understanding of construction documents

**Experience**

- Must have 1 or more years in construction in similar position with similar responsibilities
- Experience working with many file types

#### **Language proficiency, computer and software skills**

- MS Office:
  - Excel – advanced
  - Word – Intermediate
  - Power Point - Intermediate
- English – upper intermediate (verbal & written)

#### **Skills**

- Communication skills
- Presentation skills
- Focus on continuous self-learning and improvement
- Ability to work cohesively and communicate successfully in multi-cultural teams whilst being aware of and sensitive to cultural differences