

BuildLondon Vacancy

Notification of BuildLondon Vacancy



Employer	Laing O'Rourke
Job Title	Document Controller
No of Clients Req:	1
Pay	Competitive
Location	London Wide
Closing Date:	29th May 2017
Duration	Permanent
Hours	40-45 hours a week

Duties:

- Produce project specific Project Information Management Plan using LOR template, ensure compliant with project procedures and review regularly
- Assist in production and approval of project collaboration protocols document
- Maintain project collaboration tool administration area
- Assist project procurement team to prepare and issue tender documentation and addendums
- Assist LOR Design Team to ensure accurate distribution of information, management of comments and approval cycle and ensure project deadlines are met
- Carry out QA checks on all published information/documentation in accordance with project document control procedure
- Resolve drawing/document issue queries
- Scan and upload documents where required
- Receive/check/distribute documents in accordance with project procedures/distribution matrix
- Provide project related help and support to all project users, internal and external
- Liaise with collaboration tool vendors on regular basis on all software issues
- Produce all reports in accordance with project requirements, both internal and external
- Co-ordinate, arrange, record and review all project collaboration tool training requirements
- Manage reprographic services both internal and external resources
- Define and document Method Statement process and include in Project Procedures. Register, upload and track all Method Statements in

accordance within timescales set down

- Ensure digital H&S file system is set up, seek approval and regularly update project team on progress
- Implement and maintain hard copy master file with latest versions of all project documentation in accordance with project requirements. Manage superseded versions according to current LOR group policy.
- Establish archiving procedures in accordance with current LOR group policy, both electronic and hard copy
- Assist with Fieldview set up and protocols
- Agree reporting frequency and production of reports
- Administration support
- Provide help and training for internal and external parties
- Ensure devices are synced and maintained
- Demonstrate an understanding of Document and Drawing numbering systems and the Construction Industry Standard
- Develop awareness and improve knowledge of other information management applications
- Supervision of other document controller(s) where applicable
- Additional duties and responsibilities as designated by the project
- Attending Information Management Peer Groups

Essential Criteria:

- Competent with MS Office Packages
- Ability to identify, map and manage processes
- Work as part of a team
- Good communication skills, both written and verbal
- Ability to work under pressure and meet timescales
- Manage resources where applicable
- Logical approach

Is a CSCS card required? No Type: N/A

This role is PAYE only.

Successful applicants will undergo a Drug and Alcohol test.

Please ensure you have the required cards and qualifications before applying.

Recruitment Process:

Please note that the application process has changed. Applicants must upload their CV/ Personal information accompanied with job reference to

<https://buildlondon.org/register/>

Please put the following reference into the subject box of your email:

DocumentController11May2017

CV's will be sifted during recruitment process so please send in CV.
Successful Candidates will be contacted to let them know if they have progressed.

Employer will complete recruitment process, contacting those that they feel they would like to interview.

Can brokerages please ensure we are aware which candidates they refer by having company name on reference.



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