

Job Title: Document Controller

Department: IPD

Reports To: Project Director

Job Summary:

The Document Controller is the custodian of all documents, communication and correspondence that occurs between IPD, Consultants and Contractors. The role ensures that all documents and communication is rightly stored, actioned upon and latest in it revision.

Key Responsibilities:

- Able to efficiently maintain logs for all incoming and outgoing documents, communication and correspondences.
 - Responsible for projects folder setup, folder management, formulating registries, and document and drawing number allocation.
 - Ability to prepare ad-hoc templates/ reports.
 - Maintain confidentiality of sensitive documentation
 - Able to maintain RFI logs, transmittal logs, correspondence logs etc.
 - Assists in implementing new and improving Document Management systems and document management processes.
 - Able to develop a document controls system from scratch
 - Ability to work under pressure.
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Qualifications and Experience:

- **Education:** A Bachelor's Degree holder from an accredited institution.
- **Experience:** Having minimum 7 years of experience of maintaining and controlling documents for a large-scale construction project.

Core Competencies & Skills:

- Expert knowledge of MS Office, especially MS Excel.
- Data analytics & problem-solving skills
- Excellent communication skills.
- Commitment to sustainability.