

Job Description

Position Title	Document Controller, Site
Department	Infrastructure Planning and Development - IPD
Reporting To	Project Manager
Type of Position	Contractual – 1 Year

POSITION DESCRIPTION

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

DUTIES AND 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

REQUIRED JOB SPECIFICATIONS

Key Qualifications & Experience:	✓ Education: A Bachelor's Degree holder from an accredited institution. ✓ Experience: Having minimum 5 years of experience of maintaining and controlling documents for a large-scale construction project. ✓ Expert knowledge of MS Office, especially MS Excel. ✓ Data analytics & problem-solving skills ✓ Excellent communication skills. ✓ Commitment to sustainability.
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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1	Negotiations and Budgeting	High
2.	Conflict resolution	Medium
3.	Decision-making	High
4.	Organizational skills	High
5.	Time management skills	High
6.	Negotiations and Budgeting	High

 Verified By (For HR Only)

 Line Manager (If Any)

 Head of the Department