

## JOB PROFILE:

### DOCUMENT CONTROLLER / SITE ADMINISTRATOR

Reporting to: Senior Management

- Collaborate and communicate with all Lovell departments, third parties, Client, Consultants, Subcontractors & Suppliers
- Configure construction & BIM projects on Electronic Document Control System, Viewpoint for Projects (VFP) formally 4Projects
- Configure workflows & permissions according to each project's requirement & users
- Conform to company enforced specifications and Document Control Procedures
- Experienced in leading teams, delivering DC services to large construction/development companies
- Produce ad-hoc project reports as and when required
- Produce instructions for clients, consultants, subcontractors & suppliers with company's protocols
- Provide training to Document Controllers, project site team/users, consultants and clients
- Providing support to site management team undertaking a range of administrative tasks as required
- Quality check and process documents on VFP for multiple projects
- Send invitations to project users ensuring correct permissions are assigned
- Set up distribution transmittal (matrix) and send prints to site according to project needs
- Update Microsoft Access database to keep records of all VFP user details and their permissions
- Write document control guidelines and processes/procedures

#### Person Specification

- Ability to prioritise and delegate tasks
- An excellent team player
- Detail oriented and meticulous work ethic
- Excellent analytical ability
- Expert data organiser
- Extremely organised and efficient
- Inclination for catching errors and rectifying appropriate changes
- Individual should be able to work under pressure and tight deadlines to meet project requirements
- Manage document control processes
- Need to be a self- starter and able to produce document control procedures/guidelines/job notes
- Outstanding time-management
- Strong interpersonal skills
- Strong verbal and written communication skills