

Assistant Document Controller (Construction)

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Company: Vanrath

Location: Antrim

Category: computer-and-mathematical

Job Description

Job Reference:RADC120424

Job TitleAssistant Document Controller (Construction)

Salary£Neg DOE + excellent package

LocationAntrim, Northern Ireland

Assistant Document Controller

Are you looking for an Assistant Document Controller role? Interested in working for a leading interior fit-out contractor?

VANRATH are recruiting an Assistant Document Controller to work for a high end fit contractor, based in Antrim, Northern Ireland.

Remuneration:

£Neg DOE + excellent package

What's in it for you?

Additional holidays

Enhanced pension

Health Cash Plan

Length of service awards

Employee wellness programme

Working from home scheme

Holiday purchase scheme

Personal and professional development

Client:

Our client is a leading interior fit-out contractor based in Antrim, Northern Ireland. They carry out a range of fit-out projects across various sectors including commercial, hotels, luxury residential and specialist joinery projects.

The business is thriving and are winning new projects regularly. Due to continued success and growth, they have a great opportunity for an Assistant Document Controller to join them on a permanent basis, based in their offices in Antrim.

Main Responsibilities:

Recording flow of documentation

Reproduction of drawings and documents (hardcopy and electronic)

Registering and distribution of incoming and outgoing drawings and documentation

Quality checking of documentation before distribution to client document management systems

Assisting with production of O&M Manuals

Organising and maintaining the samples library and issuing samples for live contracts

Providing administrative support to the Design Team

The Ideal Person:

Experience working for a construction company

Strong administration skills and experience

Excellent IT and organisational skills

Pro-active with an eye for detail

Ability to work in a fast-paced environment

Able to commute to Antrim on a daily basis

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