



IRELAND RECRUITMENT DAY IN MADRID-SPAIN Entrevistas en Madrid 9 de mayo 2019

DOCUMENT CONTROLLER

Location: Maynooth, Co Kildare

Job Summary:

Glenveagh Properties Plc, a leading Residential Building Company has an exciting new opportunity for a Document Controller to join our company. In this role you will be working in a multi-project environment and reporting directly to the Program Manager. You will be responsible for providing full, effective and timely support to the project teams including project administration and document control via Aconex and other systems and support for the construction team.

Duties and responsibilities

- Assisting the Program Manager in on-boarding projects and project teams to our Aconex platform
- Assisting in set-up of new projects on Aconex
- Assisting the project team with document control
- Ensuring the correct administration of project documents
- Managing and controlling use of document management processes
- Ensuring latest revisions are administered and distributed promptly
- Ensuring all correspondence are referenced
- Assisting project team members in using Aconex our document management system
- Responsible for checking the compliance and quality of documents as per Project and Aconex requirement

Skills & Experience Required

- 3 – 5 years plus in a construction document controller or Site Clerk position
- Previous experience of using Aconex or similar
- Experience using and understanding of BS1192 and PAS 1192 Naming Convention is essential
- Excellent understanding of MS Office package
- Understanding of construction projects and documents
- Experience of working in a multi-project environment
- Experience using SharePoint
- High level of organization and communication skills (both written and verbal)
- Driving licence and car (site visits will be necessary from time to time)
- Able to work in a team environment



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- Ability to prioritise work
- Strong attention to detail

About us

Glenveagh Properties provides employees with an exciting, challenging and rewarding career in a dynamic and rapidly expanding Company. We work to make a team environment that will attract the best people and give them credible reasons to stay and grow their careers with us.

Benefits

- Performance related bonus
- Healthcare
- Pension
- Life assurance
- Long term illness cover
- Save as You Earn Scheme
- Employee Assistance Programme
- Wellness initiatives throughout the year

Application Method:

Submit your CV in English, Ref.: **“Document Controller Glenveagh”** to euresjobday.grupomixto@sepe.es

Fecha fin de solicitud: 05 de mayo de 2019

Infórmese de las ayudas económicas a la movilidad en:

http://www.sepe.es/contenidos/personas/encontrar_empleo/encontrar_empleo_europa/tu_primer_empleo_eures.html

Si necesita contactar con el Consejero EURES de su provincia visite la siguiente web:

http://www.sepe.es/contenidos/personas/encontrar_empleo/encontrar_empleo_europa/consejeros.html