

## **Document Controller**

- **Vacancy for:** 1
- **Posted on:** July 3, 2018
- **Deadline:** July 19, 2018, 11:55 p.m.

### **Basic Job Information**

Job Category	: Construction / Engineering / Architects > Project Management, Engineering
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu, Central Development Region, Nepal
Offered Salary	: Negotiable

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### **Job Specification**

Education Level	: Under Graduate (Bachelor)
Experience Required	: More than 2 years
Professional Skill Required	: Resilient, Proficient In Ms Office Package, Problem Solving, Communication, Organisation Skills

### **Other Specification**

- Must have completed Bachelor's degree in related field
  - Experience with document controls software
  - Must be able to delegate tasks to balance workload of assigned team, with consideration given to each individual's unique skill sets
  - Must be able to quickly absorb, understand, and use terminology unique to the construction industry
  - Must have good communication skills & presentation skills with the ability to effectively present information to a large audience
  - Must be proficient in Microsoft Office Applications
  - Must have the ability to quickly learn new software applications to improve speed and efficiency
  - Must demonstrate a high level of attention to detail in completion of tasks and cross-referencing of information in several documents and logs
  - Must demonstrate the ability to multi-task and prioritize in a fast-paced environment and possess flexibility when juggling numerous projects simultaneously in a rapidly changing environment
  - Must be available to work overtime as necessary to meet project deadlines. May be requested to work weekends or come in early
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### **Job Description**

- Collaborates with Team Leader, Project Managers, and Technical Leads to develop, implement, and enforce project-specific templates and procedures, as appropriate, while ensuring they conform to company standards
- Ensures workload is evenly distributed / delegated to project team, and that tasks are suitable for each individual's unique skillsets
- Provides training and guidance to team members
- Completes quality assurance / quality control checks of project team members' work. Holds project team accountable for correcting their own mistakes in a timely manner and/or makes the Team Leader aware of consistent performance issues
- Uses intermediate to advanced editing skills while assisting writers in the preparation of various smaller document types
- Formats, tracks / controls, and files various document types. Imports tables, figures, drawings, and photos from other software into Microsoft Word 2010
- Ensures project deliverables conform to company standards
- Completes routine follow up and data entry
- Issues, receives, records, and files project-related communications and records, including incoming data from vendors
- Attends internal and external meetings. May be required to type and distribute meeting minutes
- Follows company electronic filing and naming structure process and procedures

- Prepares hard copy deliverable packages for issuance to clients and potential clients
  - Provides other clerical / technical support to staff as needed
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### **Applying Procedure**

Apply Link : <https://merojob.com/document-controller-8/>

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