

Our people are the foundation of our culture: tightly knit and incredibly welcoming. We nurture our staff and encourage their creative and entrepreneurial spirit. We set high standards for ourselves and our teams work collaboratively to achieve the best, and have the determination and drive to do things better. We like to push ourselves, creatively, in business and as a team.

We listen and explore every angle with our clients so that we make the creative journey an enjoyable one for all and we'd like you to join our team.

As a global design leader we are ranked 11th in the UK and within the Global Top 100 of architectural practices. We have a vision to transform the industry and enrich lives through the built environment to create a better world. With our Head Office in London, we have studios across the UK and internationally in New York, Singapore and Amsterdam.

## **DOCUMENT CONTROLLER**

### **Your role**

- Reporting to the Head of Document Management, you will be responsible for providing document control support in accordance with the Company Management System.

### **Key Responsibilities**

- Assisting with Drawing & Deliverable Issues by uploading onto extranet sites with document and revision control of deliverables for issue using Newforma Document Control (training will be given).
- Experience in using extranet sites'
- Assisting with the processing of incoming drawings and deliverables, to include filing in correct locations and printing any drawings as required.
- Checking drawings adhere to Company Management System protocols.
- Drawing & Deliverable Issues:
  - Issuing deliverables to clients/consultants via various extranets including 4Projects Viewpoint, SharePoint, Aconex, NHBC Portal, Asite etc
  - Document revision control of deliverables for issue.
  - Ensuring documents/drawings are as up to date as possible within Newforma Document Control.
  - Prepare and issue transmittals and work packages via extranet sites.
  - File issued deliverables in the correct project folders.
  - Liaising with external document controllers regarding updates and document control matters.
  - Updating Newforma system with all drawings/documents issued via extranet as per Company procedures.
  - Download and file received deliverables in dated folders electronically, hard copy if requested.

You'll be working closely with the design team, clients and contractors, therefore excellent communication skills are essential.

You'll experience a friendly and inclusive working environment where you are able to create, explore and most importantly enjoy the process. We will support your development and help you achieve your goals and career ambitions. We offer a comprehensive benefits package to suit the varying needs of our diverse team.

If this is the working environment that you would like to be part of, we'd like to hear from you, to understand how you can work with us and allow us to tell you more about ourselves.