

Role summary

This role requires the post holder to work within the Drawing office and ensure project information is both issued and received and then recorded in accordance with Foster + Partners procedures. The post holder will need to have good time management and communication skills. Primarily this role is to support the Groups with contractual milestones, consultants drawings and elements of contract management namely registration of submittals and RFI's into the Newforma workflow.

Role definition

Job Title: Document Controller
Reporting to: Drawing Office Manager and Document Services Manager and ultimately to the Chief Financial Officer

Responsibilities

- Ensure the timely, accurate and efficient registration of Correspondence, process scans, drawings, reports, specifications and schedules
- Issue drawings, reports, specifications, schedules and correspondence to clients and contractors using our DM system (Newforma) in both, hard copy format or electronic format to extranet sites
- Support the Groups with contractual milestones, consultants' drawings and elements of contract management including registration of submittals and RFI's into the Newforma workflow
- Assist with the collation and co-ordination of drawings / documents in preparation for the date of issue
- Communicate and be pro active with Senior Group Document controllers to any changes required in work flows
- Understand the life cycle of a drawing and status's relating to each phase
- Co-ordinate all downloads with the print room and ensure timely return to relevant package managers
- Ensure all milestone issues for each project are recorded accurately in the Newforma Project Centre
- Promote information exchange as Foster + Partners standard to exchange information via the web
- Work in other areas of Document Services Group as and when cover is required
- Thorough knowledge of and compliance with Foster + Partners procedures and standards
- To contribute, or otherwise assist as required

Qualities and skills required

- Able to demonstrate ability to undertake the above responsibilities
- Legally to work in the country in which the position is based
- Fluency (both written and oral) in English is essential
- Have knowledge and understanding in the use of Extranet sites, namely Biw, Acconex, Buildonline, Hummingbird and A- site but not limited too

- Demonstrate proficiency in Microsoft Outlook, Word and Excel
- Excellent written and verbal communication skills – articulate and diplomatic manner
- Able to file in alphabetical and numerical order is essential
- Have a flexible approach
- Able to set and achieve deadlines and communicate the progress towards these deadlines
- Methodical, accurate and consistent attention to detail
- Excellent organisation skills
- Able to manage sensitive and sometimes confidential information
- Able to remain calm and work in pressurised environments
- Able to manage task and time efficiently
- Self motivated and able to take responsibility
- Demonstrate initiative and be pro active towards daily tasks
- Able to build good relationships at all levels both internally and externally
- Appreciation of, and commitment to the business of the practice
- Empathy with the creative environment
- Due to the nature of the position there will be a requirement to work additional hours as necessary, this may include weekends occasionally

Desirable

[Click or tap here to enter text.](#)

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

October 20