



**Role: Document Controller**

Required by: ASAP

Location: Ireland

Duration: Permanent following 6-month probationary period or extension thereof

Salary: Competitive

Glan Agua is an award-winning and innovative contractor providing project solutions for the water and wastewater industry including design, construction, commissioning, operation and maintenance. The company has continued on its growth strategy within the Irish Water Sector and now boasts projects and long-term framework agreements with key Water Companies. At Glan Agua, we believe that people are the core of the business. We know that to build successful creative teams we need a diverse workforce that can deliver new innovative ways of thinking. We provide an environment where you will have the freedom to develop and grow to your full potential.

Glan Agua are seeking an experienced Document controller to join our growing water and wastewater business in Ireland. As a document controller you will be responsible for maintaining the accurate records of company documentation. You could be sorting electronic or hard copies of project documentation and producing reports based on this.

#### **The Role:**

- Controlling company and project documentation
- Following and improving document control procedures
- Ensuring all documentation meets formal requirements and required standards
- Sorting, storing and retrieving electronic and hard copy documents on behalf of clients and industry professionals
- Producing document progress reports for senior managers
- Conducting regular reviews and document audits
- Using computers to organise and distribute documents within a company
- Helping in the planning stages of a specific project
- Ensure documents are shared at key times to facilitate timely project completion
- Working in an office.

#### **Personal Attributes / Values:**

The following are the key personal attributes and values we are looking for;

- Administration skills
- Be thorough and pay attention to detail
- Able to work well with others
- Customer service skills
- Able to use your initiative
- Knowledge of the English language

- Able to accept criticism and work well under pressure
- Flexible and open to change
- Able to carry out basic tasks on a computer or hand-held device