



People Connectivity

## DOCUMENT CONTROLLER

### KEY RESPONSIBILITIES:

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The Document Controller is responsible for organizing the document management activities for the General Management Team and the Regional Management Teams.

### DUTIES AND RESPONSIBILITIES:

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- To work closely with another Document Controller to implement the document management strategies and processes defined by the General Management Team.
- To manage the flow of construction documents, drawings, specifications, reports, correspondence, and other project-related documentation in both digital and physical formats.
- To utilize document control software and systems to organize, store, track, and distribute project documents effectively. To ensure that all documents are properly labeled, categorized, and version controlled.
- To facilitate the distribution of construction documents to project stakeholders, including architects, engineers, contractors, subcontractors, consultants, and clients, ensuring timely and accurate delivery.
- To maintain accurate records of document revisions, updates, and changes throughout the project lifecycle. To coordinate the review, approval, and distribution of revised documents as needed. To coordinate the response to correspondence.
- To verify the accuracy, completeness, and integrity of construction documents to ensure compliance with project specifications, standards, and contractual requirements.
- To implement procedures for managing change requests, document revisions, and variations to ensure that all changes are properly documented, reviewed, approved, and communicated to relevant parties.
- To ensure compliance with relevant industry standards, regulatory requirements, and organizational policies related to document control. To participate in internal and external audits to demonstrate adherence to document control procedures and standards.

### REQUIREMENTS:

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- Higher education, engineering degree preferred.
- High level of English, both spoken and written (at least at B2 level), fluent Latvian.
- Previous experience working with Aconex.
- Previous experience working with Project Wise or Asite.
- Previous experience working with the BIS System.
- Attention to details is a must.
- Ethical behavior at work.
- Ability to commit deadlines to attend the Project objectives.

### WE OFFER:

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- Opportunity to gain professional experience in an international company.
  - Monthly salary starting from EUR 2000.00 gross (based on experience and competence).
  - Opportunities for professional development and career growth.
  - Great working environment and support in the work process.
  - Workplace at Riga.
  - Health insurance from your first working day.
  - Corporate and social events.
  - Long-term stability.
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