



People Connectivity

## DOCUMENT CONTROLLING SPECIALIST

---

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

---

### **DUTIES AND RESPONSIBILITIES:**

- To work closely with another Document Controller and Document controlling specialist 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 EDMS (Electronic Document Management System) and other softwares to organize, store, track, and distribute project documents effectively. To ensure that all documents are properly labeled, categorized, and version controlled.
  - To manage the distribution of construction documents and contractual correspondence to project stakeholders, including architects, engineers, contractors, subcontractors, consultants, and clients, ensuring timely and accurate delivery.
- 

### **REQUIREMENTS:**

- Higher education preferred, final-year students may also apply.
  - Previous experience working with document management platforms such as Aconex, ProjectWise, Asite or similar systems.
  - Attention to details is a must.
  - Ability to commit deadlines to attend the Project objectives.
  - Ability to adapt to the different stages of the Project and eventual changes to the plan.
  - Ability to handle multiple tasks at the same time.
  - Knowledge of the Latvian language and English language proficiency, both spoken and written, to perform duties in relation to all colleagues coming from JV partner companies.
- 

### **WE OFFER:**

- Opportunity to gain professional experience in an international company.
  - Monthly salary starting from EUR 1700.00 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.
- 

**WE ARE WAITING FOR APPLICATIONS IN ENGLISH**