

CAREER PROFILE

DOCUMENT CONTROLLER

**HOBSON
PORTER**

What do they do?

The Document Controller maintains the project documentation, ensuring this is distributed to relevant stakeholders throughout the project duration, in a timely manner. This documentation includes drawings, plans, specifications, and surveys. These should be sorted and stored appropriately. Operating and user manuals are generated and issued to the Client.

Day to day activities may include:

- Controlling the business and project documentation
- Following and improving the document control procedures
- Ensuring all documentation meets formal requirements and required standards
- Sorting, storing and retrieving electronic and hard copy of documents
- Conducting regular reviews and document audits
- Using IT and document control programmes to organise and distribute documents to relevant stakeholders
- Ensure documents are shared to key time limits to facilitate project completion
- Produce and issue Operating and User Manuals to the Client

Routes to become a Document Controller

There are various routes to become a Document Controller these include:

- College - HNC/HND in subjects such as Administration, Information Management or similar
- Apprenticeship - Administration or IT
- Direct Employment with training

Skills required

- An understanding of the construction industry
- Thorough with a high attention to detail
- Customer service skills
- Knowledge of English language
- Able to use own initiative
- Persistence and determination
- Excellent team working, communications and presentation skills
- Ability to utilise main software packages

Career path and progression

As a Document Controller you could progress to a senior role such as Document Manager.

Salary

Salaries for this role are dependent on experience. Examples are as follows:

- Newly trained Document Controller £17,000 - £20,000
- Trained with experience Document Controller £20,000 to £35,000
- Senior Document Controller £35,000 plus

Working hours and environment

Standard hours Monday to Friday. Office based.

 **FOUNDATIONS**



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