

Role Definition

Job title: Document Control Assistant
Reporting to: Document Service Manager on a day to day basis and ultimately to the Chief Financial Officer

This role offers full training in the Document Control department and involves working with a team of experienced document controllers carrying out daily general tasks, learning about Extranet sites such as 'Project Wise' and BIW, the full life cycle of a drawing and the various stages of construction. Training will include using a variety of materials and processes. The position requires a high degree of responsibility, discretion and confidentiality.

Responsibilities

- Apply high level of accuracy and detail to all facets of registration
- Ensure the timely and efficient scanning and registration of incoming and outgoing correspondence
- Issue drawings/correspondence to client, contractors using our document management system SER
- Assist with the collation and co-ordination of contract drawings/documents in preparation for their issue date
- Upload or download electronic architectural drawings and technical documents from extranet sites
- Communicate and be pro active with the project teams
- 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 + verbal) in English is essential
- Excellent written and verbal communication skills – articulate and diplomatic manner
- Able to file in alphabetical and numerical order is essential
- Have a flexible approach to working in other areas of the practice as and when cover is required
- Able to set and achieve deadlines and to communicate progress towards these deadlines
- Methodical and accurate and consistent attention to detail
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Able to remain calm and work in a pressurised environment
- Able to manage and prioritise tasks and time efficiently
- Self motivated and able to take responsibility
- Able to demonstrate initiative and a proactive approach to daily tasks
- Good interpersonal skills and able to work independently and as part of an effective team
- Able to build good relationships at all levels, internally and externally
- Appreciation of, and commitment to the business of the Practice
- Empathy with a 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

- "New forma" knowledge

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.

July 2010