

Technical Document Controller Role

Application opening date: 15 October 2024

Applications to careers@ggpconsult.co.uk

Technical Document Controller Role

Start: Immediate

Location: Hull

Salary: Negotiable, Depending upon experience

Company profile:

GGP Consult have been Operating for the last 30 years with continued success. GGP Consult are world class Consulting Engineers, based in Hull, York and Rotherham, providing Civil & Structural Engineering and Architectural Design in the UK as well as in over 50 countries worldwide. We have a team of hard-working skilled staff members who are all dedicated to working towards the same goal.

With a rapidly expanding workload, we have an exciting opportunity for talented and highly motivated Technical Document Controller.

Job Summary

We are looking for a Technical Document Controller who is able to manage and organise documents. This role will mean that you will be reporting directly to Directors.

Some responsibilities may include:

- Creating document templates, converting information into user-friendly documents, and numbering and labelling documents
- Report typing, editing and research
- Managing RFI's / TQ's and spreadsheets
- Setting up jobs
- Researching products, materials, suppliers, codes of practice on standards and guidance notes.
- Document storage: sorting, filing and storing electronic and hard copies of documents
- Document distribution: Scanning, copying and distribution of documents
- Document review: reviewing documents and making revisions for accuracy
- Document archiving: archiving documents
- Manage, organize and maintain project documentation, ensuring all files are up to date and accessible.
- Assist in maintaining version control and ensuring appropriate document distribution.

We are seeking an experienced Document Controller / Technical Administrator to join our busy team, with some experience in construction or engineering. The right candidate will provide essential administrative support across multiple projects. This is an exciting opportunity for a motivated individual with strong organisational skills and attention to detail. Previous experience in Document Control / Technical Administrator is essential. Proficiency in Microsoft 365, particularly in Word, Excel and Microsoft Project is essential.

Job Type: Full-Time

Schedule: Monday to Friday

Education: minimum of 5 x level 4 / Grade C or above at GCSE including Maths and English

Experience: Document Control & Technical Administrative experience: 2 years (required)

GGP Staff Benefits

Annual Leave

Staff receive 20 days annual leave per annum plus bank holidays rising by 1 per year up to 26 days per annum. Staff will be required to take 3 days annual leave between Christmas and New Year.

Employee Assistance Service

GGP understand the importance of their employee's wellbeing and are committed to provide any advice and help when needed. We have on site Mental Health First aiders and Responders who are always happy to just listen and provide any advice. GGP also offers for all staff having access to BUPA Healthy Minds which provides all kinds of support on all subjects such as legal, emotional, financial, health, work-related issues and many more.

Bike to Work Scheme

GGP are registered with the bike2work scheme which you can join to make considerable savings on the cost of a new bike and/or equipment. As part of the Governments Transport plan, we offer for our staff to save up to 42% on the cost of bicycles and equipment.

Healthy you

We have an incentive scheme where employees attending a gym at least once a week will be reimbursed £5 per week (max £20 per month) on proof of attendance.

Pension schemes

GGP is apart of the auto-enrolment pension scheme where employees contribute 5% and we contribute 3% (for eligible staff).

Death in Service

GGP operates a Death in Service Insurance policy whereupon should any permanent employee pass away whilst in employment with the company, a sum equal to 4 x annual salary shall be paid to the person(s) nominated by the employee.