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The Barhale logo consists of a yellow square with a white circle inside, followed by the word "Barhale" in a bold, white, sans-serif font.

Document Controller

The Role:

The Document Controller is required to manage the day-to-day through put of project documents between the Framework team, project teams and client. The role involves maintaining document control logs, recording all correspondence, and maintaining a database of key submission dates. The role also involves printing and preparation of project document submission packs, maintenance of quality and project documentation and some general office administration duties

Key Responsibilities:

Document control

- Log all project information into and out of the office
- Maintain records of revisions and current status
- Monitor submission dates and report compliance
- Prepare packs for review by the project teams

- Maintain up to date master office copies and drawing logs
- Print and organise hard copies as required

General

- Assist the project teams to organise/develop databases
- Liaise with site teams, client and external/internal designers
- Maintain standard documents (CVs, competency matrices etc)
- General Office administration duties

Key measures & targets:

- Effective organisation of documents and systems
- Timely production and distribution of project document packs

Key relationships:

- Office team
- Clients
- Designers
- Site teams

Person Specification:

The successful candidate is likely to meet all of the following criteria:

Essential

- Experience working in a similar role, in a busy office environment
- Extensive administration experience
- Good organisational and time management skills with the ability to meet deadlines

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Ability to work with minimal supervision
Strong attention to detail
Good communication skills
Efficient and proactive manner

Desirable

Experience within the construction industry

Benefits:

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provides a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single persons private medical cover
- Permanent Health Cover

About Barhale:

Barhale is one of the largest privately owned infrastructure specialists in the UK and was originally formed in 1980 as a specialist tunnelling contractor diversifying over the years into various civil engineering areas. Barhale works UK-wide across the water, transport, energy and developer services sectors providing design, construction and maintenance services under long-term contracts, with blue-chip public, regulated and private clients. The company employs over 600 people in the UK, has an annual turnover of £120m and a distinctive set of values that are fundamental to our approach to business sustainability.

Our business activity is carried out for the following principal sectors:

Water: Civil Engineering, Tunnelling, Pipelines and Utilities

Transport: Rail, Aviation, Waterways, Highways and Bridges

Energy: Power Generation, Power Transmission and Distribution, Waste

Developer Services: Civil Engineering across private sector developers UK wide

Specialist Businesses: Tunnelling, Mechanical and Electrical and Barhale Construction Services (BCS Group)

How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to careers@barhale.co.uk.

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.