



Are you a detail-oriented professional? We are recruiting a **Document Controller** to join us to cover a 12 months maternity cover to manage the flow of design-related information across all our projects. You will play a key role in maintaining the control and traceability of all project documentation from inception to completion, using our preferred Document Management System (DMS).

**Reporting to our Regional Manager you will be responsible for:**

- Provide administrative support to the design management team by liaising with project teams, chasing up information, producing project-related reports, and distributing information.
- Support the delivery of complete, accurate, and commercially viable design information for construction and procurement processes.
- Review and develop DMS processes and procedures, championing the system's development.
- Ensure consistent use of standardized forms and templates.
- Set up project folders and facilitate communication processes.
- Perform general document control activities, including photocopying, scanning, and ensuring supplier document compliance with project standards.
- Contribute design management resources to the pre-construction team during the bid process.
- Ensure the distribution of controlled copies of the latest approved documents and drawings, both internally and externally, according to the agreed workflow.
- Attend internal launch meetings as required.
- Champion and maintain document management principles and procedures for projects.
- Regularly review workload with the line manager to ensure optimal time management during projects.

The ideal candidate:

- Experience in Fieldview (4projects)
- Strong organisational skills and attention to detail.
- Proficient in document management systems and related software.
- Excellent communication and collaboration abilities.
- Ability to manage multiple tasks and deadlines effectively.

**Why Stepnell**

At our core, we are committed to inspiring, nurturing, and investing in our people, ensuring that their careers are both fulfilling and rewarding. As proud holders of Investors in People Gold accreditation, we recognise that our employees are the driving force behind our success. We value everyone's contribution and curiosity rules within our teamship philosophy. We aim to empower our people to make a difference and drive positive change across our business and services.



**COMPLETE CONSTRUCTION PARTNER**

To show our appreciation, we offer generous and competitive benefits including, an enhanced pension scheme with a Stepnell contribution of 7% to help secure your financial future, annual leave that increases with service and the flexibility to purchase more, market-leading employee referral scheme, and for eligible roles comprehensive health coverage, adjustable start and finish times and a car allowance or company car.

Join us in a collaborative and inclusive environment where your well-being is our priority, and your contributions are truly valued.

### **About Us**

We are a family-run business with a history of more than 155 years, we are stable and reliable, making long-term decisions in the best interest of our people and customers.

Our unique and growing capabilities span construction, property development, energy, joinery, and concrete repairs, enabling us to meet the diverse needs of our customers. With six regional offices in Nottingham, Rugby, Wantage, Bristol, Southampton, and Poole, across 3 business units, our geographical reach allows us to maintain high levels of repeat business, currently representing 75% of our turnover.

Our team of experts rises to every challenge, we are proactive problem solvers, and collaborate every step of the way, ensuring our customers have a smooth experience.