Cunningham Contracts Group is seeking a document controller is a controller who will be responsible for the timely, accurate and efficient preparation and management of documents for large scale construction project in ROI and NI respectively. This role is initially positioned to support the organisation for 6-months.

Primary responsibilities will be to control the numbering, sorting, filing, storing and retrieval of both electronic and hard copy documents produced by technical teams, projects or departments.

Join a dynamic team and contribute to the on-going success of one of the fastest and consistently growing construction organisations on the island of Ireland. You will reap the benefits of working with a motivated and focused group of professionals, a generous holiday offering, enhanced company benefits such as life assurance, pension scheme, annual bonus, loads of room for advancement and a beautiful, modern office with all the employee friendly amenities you can imagine.

Conveniently located right off the A1 in Newry, positions CCG perfectly to serve clients and employees in NI and ROI.

Be part of something great – send your CV today!

\*Compensation package will be based on experience.

**Responsibilities**

* Copy, scan and store documents
* Check for accuracy and edit files, like contracts
* Review and update technical documents (e.g., manuals and workflows)
* Distribute project-related copies to internal teams
* File documents in physical and digital records
* Create templates for future use
* Retrieve files as requested by employees and clients
* Manage the flow of documentation within the organization
* Maintain confidentiality around sensitive information and terms of agreement
* Prepare ad-hoc reports on projects as needed

**Essential requirements:**

* Educated to A-Level standard or equivalent; a degree-level qualification would be advantageous, but is by no means essential
* Demonstrable experience in a similar role and industry
* Exceptional standard of written and verbal English
* Competent with Microsoft Office suite
* Flexibility on hours

**Personality profile:**

* Excellent interpersonal skills; professional communication
* Detail and quality orientated
* Focused and responsive
* Takes initiative
* Excellent multi-tasker and team contributor