

Document Controller

London, full-time

Make is a studio of highly creative, talented architects and designers with considerable experience designing advanced, complex and iconic buildings.

We're an equal opportunities employer committed to creating an open and egalitarian working environment.

This job description is not exhaustive and reflects the core activities required of this position. There will be changes specific to the individual's roles and responsibilities, and duties may change from time to time to respond to the studio and project needs.

In the Make studio, the document controller is responsible for the organisation of incoming and outgoing project-related drawings and contractual documents within Make's document control management system (Newforma) and external EDMS systems. This role will work across a number of different concurrent projects.

This role requires logical thinking and exemplary organisational skills. It will often involve working to deadlines and ensuring that project teams are following consistent filing procedures. The candidate will have a high level of initiative, be proactive and be able to communicate effectively at all levels. Confidentiality, a flexible approach and a willingness to learn are fundamental to the role's success.

Document controller – core responsibilities:

Make's designated document control management system is Newforma; however, we also use a number of different EDMS systems. Experience with Aconex and Viewpoint is a must. Implementing the Make project filing structure and using the relevant EDMS systems, you will have the following responsibilities:

- Manage all incoming and outgoing drawings and technical documents issued via a range of external EDMS systems.
- Save all incoming and outgoing drawing and document files on the Make network using a clear and consistent file-naming process.
- Prepare Drawing Issue Sheets for all formal issuing of Make drawings and technical documents, and ensure all documentation is correctly submitted.
- Prepare Returned Drawing Submittal Sheets for all consultant and sub-contractor drawings returned with comments and mark-up from Make.
- Log all outgoing drawings and technical documents in Newforma Document Control.
- Assist project teams by monitoring project workflows, anticipating busy periods and deadlines, and advising teams accordingly.
- Liaise with the BIM team at the outset of projects to review external Information Requirements to note and negotiate divergence from our internal standards.
- Assist project teams in collating and coordinating drawings and technical documents in preparation for issue.
- Assist project teams by distributing drawings and technical documents to internal and external recipients in electronic form, as and when required.
- Assist in the maintenance of the project directory and contacts information in Newforma.
- Provide information, training and advice on document control procedures to all partners, ensuring the project teams comply with Make's standard procedures for numbering documents, formal drawings and sketch drawings, and annotating the drawing sheet title box.
- Liaise with external Project Information Coordinators as and when required.
- Assist with the revision of document control policies and procedures as and when required – ie, updating the Make manuals.
- Refine best practice measures and processes with the design team throughout a project life cycle.

- Develop and assess ongoing improvements to document management systems and working methods as and when required.
- Maintain a consistent system for archiving document control project-related data, both within Newforma and the Archive database.
- Undertake day-to-day tasks from Make's incoming and outgoing mailboxes and actively implement processes across new projects, in line with Make's internal document control policies.
- Assist other teams within Make with any document controls they require for documents such as policies and manuals.
- Any other reasonable duties as directed by the document control manager or project leader.

Core personal skills desired include:

- The ability to apply a high level of accuracy and attention to detail to all elements of this role.
- Excellent written and numerical skills, together with an articulate and diplomatic manner.
- The ability to cope with conflicting demands, prioritise duties and work under pressure.
- An inquisitive and creative mind that is accepting of change.
- A personable and approachable character with a flexible attitude to work.
- The ability to manage time and workload efficiently and be confident and proactive in the approach to daily tasks.
- Knowledge of ISO 19650 naming conventions.
- Experience working as a document controller in a related sector (essential).
- Experience working with Aconex, 4Projects, Business Collaborator or Newforma (ideal).
- A team player who is also able to perform well as an individual.

Normal working hours are 9am to 6pm in our London studio, although flexibility is sometimes required to work to project deadlines.

To apply, please send your CV to DCrecruitment@makearchitects.com with your salary expectations.