Document Controller

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Company: Khatib & Alami (Al Khobar)

Location: Saudi Arabia

Category: computer-and-mathematical

Job Summary

• The Document Controller establishes master filing systems, including copies of all drawing issues on design projects in Design Centers.

• He ensures the implementation of archiving policies, procedures, and standards in the recording of all issued documents and drawings.

Organize and Archive Documents

• Most Document Controllers will perform some type of document storage duties.

• This may involve scanning documents, copying documents, physically or electronically filing documents, organizing documents and ensuring documents are saved and safeguarded from theft or destruction.

• It also usually requires Document Controllers to adhere to a retention schedule, meaning they must know the proper ways and times to destroy old documents.

Fulfill Document Retrieval Requests

• Document Controllers also handle the retrieval of documents either as directed by employees or clients.

• There may be a records request system in place in which the Document Controller receives requests, logs the requests in a database system and then provides the requested materials or it may be more informal.

• However the system is set up, Document Controllers must be able to quickly and efficiently retrieve documents and data when needed.

Maintain Documents

• Document Controllers often must edit or review documents. This is especially true when working in specialized areas like a bank s loan department, in a medical facility or an organization s contract division. If a Document Controller has an area of expertise, they will most likely use that experience to perform document control.

• They may do as little as check for signatures and dates or as much as drafting and editing sentences.

Train Employees

• Document Controllers may also be tasked with training employees in the proper way to create or fill out company documents.

• In large organizations, they may oversee a staff of document specialists and be responsible for training them on the documents and systems in place.

• They may also assist clients with filling out the proper paperwork and with the filing process of the documents.

Key Responsibilities

• Provide document control and organize a comprehensive filing system for

• All received and outgoing correspondence on design projects in accordance with corporate policies and procedures

• Maintain a record of submittals to the client and record the date of responses to the client

• Maintain a list of unanswered items of correspondence and circulate the list at regular intervals for reference

• Maintain a register of design manuals, vendor manuals, and design drawings

• Maintain copies of all programs submitted during the project and file copies of the client s drawings showing the progress of the works during the various stages of the design

• Maintain a register of all design drawings submitted by the client and update the status of review/approval of design drawings

• Record receipt of drawing revisions and distribute to the appropriate people

• Ensure that the most current version of drawing documents is being used

• Assist other members in the design team to set-up and maintain filing systems in an organized manner

• Ensure that back-up copies of the files are made on a regular basis in accordance with the corporate policies and procedures

Requirements

Qualifications

• High School Diploma

• Bachelor degree in Business Administration is preferred

Skills

• Working knowledge of Microsoft Word, PowerPoint and Excel

• Good secretarial skills and organizational abilities

• Ability to communicate effectively both internally and externally

• Good planning, organization and presentation capability

• Strong attention to details

• Proficiency in spoken and written Arabic & English

• Previous Saudi Aramco experience is an advantage

Experience Required to Execute this Role

• 15+ years of experience in the graphic design field in a top tier regional/multinational company or graphic design firm

Desired Candidate Profile

Education:

Bachelor of Commerce(Commerce)

Gender:

nm

Nationality:

Any Nationality

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