



INTRODUCTION

Airey Miller is excited to expand its Information Management and BIM team and is currently looking for a Document Controller to join the business.

You will be working closely with the Technical Director and the Information Manager and assisting them. The role is office based (Sevenoaks, Kent) and you will be joining a great team.

ABOUT AIREY MILLER

We provide intelligent property solutions to support our clients' skills and business objectives. Our professional consultancy expertise spans project management and quantity surveying disciplines. We also add value to our core services through construction management skills, financial modelling, and development viability appraisals.

Our people are the cornerstone of our many years of success, and because of this we are committed as an employer to invest in our people.

Airey Miller is an equal opportunity employer and is always keen to expand our group with talented individuals who have an ambition to be a key driver in developing our industry.



AIREMILLER

Document Controller

Sevenoaks Office

Working closely with the Technical Director and the Information Manager and assisting them.

Minimum 2 years' experience in a similar role in a construction or related industry

Rewards & Benefits

- Competitive salary
- Bonus incentive
- Pension contributions
- Private medical insurance
- 28 days holiday + birthday + christmas
- CPD Opportunities & Training

Candidate Requirements

- Experience in using Viewpoint for Projects, BIM 360 or similar CDE systems (VFP and BIM 360 training will be provided if necessary)
- High level of competence in the use of Microsoft Office suite/SharePoint and other IT systems.
- Highly organised with an ability to work pro-actively and with minimal supervision, with a methodical and flexible approach and high attention to detail
- Ability to prioritise and work effectively to deadlines
- Ability to communicate and interact effectively to staff of all levels both verbally and in writing

Key Areas of Responsibility

- Support the team in delivering Information Management and BIM services as the Client's representative:
 - Organise and attend BIM, project kick-off and other meetings, record key notes and actions as required
 - Assist the Information Manager in setting-up new projects in Viewpoint for Projects (VFP), creating folder structures, deploying naming conventions, updating VFP Protocols and organising user training sessions
 - Daily monitoring of the Common Data Environment (typically VFP) user activity on multiple projects
 - Carry out document checks and compliance check with agreed file naming conventions and VFP Protocol. Report back on non-compliance
 - Update various trackers, reports, registers, and other tools ensuring that all stored information is accessible and easy to find.
- Provide continuous technical and procedural support and VFP troubleshooting services and practical VFP help and support to project team members
- Data migration between systems like SharePoint and VFP, BIM 360 and other CDE environments
- Archive, retrieve, and store documentation adhering to company standards and policies
- Carry out routine document management administrative tasks including document release and publishing, technical query handling, transmittals, filing, copying and local file management
- Provide support at event organising as required

Aire Miller is an equal opportunity employer

if you are interested in this position please submit your full CV and contact monika.kajtar@aireymiller.com