

Job Description



Document Code:
JCVA-HRD-4-002

Effectivity Date:
March 1, 2022

Page No.:
01

Revision No.:
01

Dept/Unit:
Human Resources

Document Controller

Reporting to: Project Construction Manager/Senior Document Control Officer
Department: Project Management
Division: Operations
Project/Location: Project Site
Rank: Rank and File/Supervisory

MAJOR RESPONSIBILITIES

1. Distribute project-related copies to internal team members.
2. Review and update technical documents.
3. File documents in physical and digital records
4. Retrieve files as requested by the project team.
5. Manage the flow of documentation within the project.
6. Prepare ad-hoc reports on projects as needed.
7. Checking and editing documents for accuracy and compliance
8. Handle project documentation and do site coordination, under the supervision of the PM/CM team

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Page No.:
02

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KEY PERFORMANCE INDICATORS

1. Accuracy of document control activities, including document numbering, version control, metadata entry, and ensuring the correct categorization and filing of documents.
2. Speed and efficiency of document retrieval when requested by project team members or stakeholders. This measures the document controller's organization and accessibility of project information.
3. Effectiveness in managing changes to project documents, including tracking revisions, maintaining an audit trail, and ensuring that all stakeholders have access to the latest versions.
4. Ability to ensure that project documents adhere to relevant standards, regulations, and contractual requirements.
5. Efficiency in distributing project documents to the appropriate stakeholders, ensuring timely and accurate dissemination of information.
6. Ability to maintain proper archiving and retention procedures for project documents, including ensuring compliance with legal and contractual obligations.
7. Adherence to data security protocols, confidentiality requirements, and protection of sensitive project information.
8. Contribution to process improvement initiatives, such as streamlining document control procedures, implementing new technologies, or introducing automation to enhance efficiency.
9. Ability to effectively collaborate with project team members, stakeholders, and external parties, ensuring clear and timely communication regarding document control processes.
10. Performance during internal and external audits, including compliance with document control procedures, accurate documentation, and timely response to audit findings especially in relation to ISO 9001:2015 and ISO 45001:2015.

QUALIFICATION AND COMPETENCY REQUIREMENTS

MINIMUM EDUCATION and EXPERIENCE

1. Must possess a bachelor's degree in a relevant field such as business administration, information management, or a related discipline.
2. Must possess at least 2 years of experience in document control or related roles.

KNOWLEDGE

1. Knowledge of document control principles and best practices.
2. Familiarity with relevant industry standards, regulations, and quality management systems.
3. Understanding of construction project lifecycle and documentation requirements.
4. Knowledge of document control software and electronic document management systems (EDMS).
5. Proficiency in standard office software such as Microsoft Office or Google Suite.



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03

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SKILLS

1. Strong organizational skills and attention to detail.
2. Excellent time management and ability to prioritize tasks effectively.
3. Proficient in using document control software and electronic systems.
4. Communication skills for collaborating with project teams, stakeholders, and clients.
5. Analytical skills to identify document control issues, track revisions, and ensure accuracy.

ATTRIBUTES

1. Detail-oriented mindset to ensure accuracy in technical documentation.
2. Adaptability and flexibility in handling changes in project.
3. Strong work ethic and commitment to meeting project deadlines.

Discussed by:

Conforme:

Immediate Head

Employee