



KARL STRONG CONSTRUCTION LTD.

EST: 2001

Job Opening: Document Controller

Location: Dublin, Ireland

Company: KSC Ltd.

About Us: KSC Ltd. is a leading civil engineering company based in Dublin, Ireland, renowned for our commitment to precision, efficiency, and excellence in the construction industry. We are currently seeking a meticulous and proactive Document Controller to join our dedicated team and ensure the smooth management of all project documentation.

Position Overview: As a Document Controller at KSC Ltd., you will be responsible for the timely, accurate, and efficient preparation and management of documents. Your role will involve controlling the numbering, sorting, filing, storing, and retrieval of both electronic and hard copy documents produced by technical teams, projects, or departments. Your organizational skills and attention to detail will be essential in supporting our project management and procurement functions.

Key Responsibilities:

- Maintain document control of project documents.
- Work with the Project Management team to provide project management administration.
- Provide project procurement for small miscellaneous items and consumables.
- Keep up-to-date key project files (electronic and hard copy) including the risk register, project programmes, drawings, and technical information.
- Collate and chase project information, remind team members of key deadlines, and assist with ensuring the project is delivered on time.
- Serve as a central point of contact for communication on the progress of individual projects.
- Utilise and set up the site clocking system.
- Complete the site resource tracker each week.
- Perform general filing and office duties, soft copy file management, and record keeping.
- Assist managers with clerical duties and accounts with filing, matching POs with invoices, etc.
- Handle correspondence in and out and manage meeting rooms.

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Company No. 433862
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Requirements:

- Strong administration skills with a can-do and proactive approach to project and procurement work.
- Confident phone manner and excellent IT skills.
- Ability to work on different tasks simultaneously and juggle priorities effectively.
- Excellent interpersonal communication skills for fostering good relations.
- Preferable experience with document control and previous experience within the construction industry.

Benefits: As part of the KSC Ltd. team, you will enjoy a comprehensive benefits package, including:

- Attractive salary packages
- Healthcare
- Performance-based bonus
- Pension scheme
- Employee assistance programme
- Flexible working policy
- Wellbeing events
- Social events
- Team development days
- Ongoing training and development
- On-site car parking
- Professional membership support

How to Apply: If you are a detail-oriented and proactive Document Controller looking to contribute to a leading civil engineering company, we invite you to apply. Please submit your CV via our application portal on our website for a confidential discussion.