

REDROW HOMES – DOCUMENT CONTROLLER

ABOUT REDROW HOMES

Redrow is the UK's fastest growing house builder.

Our purpose is to create a better way for people to live. We care about the quality of homes we build, the people who help us build them, the communities we create and the societies in which we live.

We are looking for high performing people looking to build a career with Redrow.

At Redrow you will be part of a business that recognises achievement.

JOB PURPOSE:

The primary responsibility will be to ensure that all hard and soft copy documents are kept up to date and coordinated. This will include daily checks on Asite, printing, scanning and status changes on commented drawings. You will also be responsible for keeping the hard copy filing, drawing racks & registers up to date

Scope:

The post involves coordinating with different consultants / departments / and if necessary contractors, and ensuring that documents are kept in the right location, recorded, and distributed as required.

Key Responsibilities:

Manage documents (internal & external) through the Document Management System.

Ensure teams comply with document control processes and procedures
Checks compliance and quality of documents

Maintain a register of documentation and files through the use of the Document Management System

Distribute documentation to relevant people internally and externally.
Liaise with Designers \ Contractors \ Subcontractors and other necessary organisations

Manage the storage of all hard copy documentation for the programme
Maintain company standards through training and regular updates with head office.

Administrative support.

At all times comply with company policies, procedures and instructions.
Implement new ideas and methods and continue to seek ways of both improving contribution to the organisation's goals and enhancing the reputation of the company.

To identify the need for improved office procedures.

Working Relationships:

Effective working relationships are an essential part of daily working life.
The focus in this role is both:-

Internal: Colleagues throughout the business in all departments
External: Designers \ Contractors \ Subcontractors

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.