**Be First Job Description**

Be First is changing the landscape of Barking and Dagenham, contributing to the Council’s goal of 50,000 new homes and 20,000 new jobs created over the next 20 years

As part of that Be First are delivering approximately £1bn worth of capital works over the next 5 years ranging from new build houses to roads, bridges, and schools. We require an Assistant Document Controller to join us, to ensure we get the best out of what we do.

**Job Title: Assistant Document Controller** – Grade 7

**Salary:** Consummate to Grade

**Key Role Responsibilities**

* Carry out key Document Control duties
* Responsible for ensuring correct use of Be Firsts EDMS
* Quality check of all documents
* Setting up of new projects on our EDMS
* EDMS training – New starters/ External suppliers
* New Supplier management
* Management of Workflows within EDMS
* Ensuring consistent use of Be First’s naming convention
* Overseeing the management and use of Microsoft Teams
* Responsible for keeping Policy Documents up to date
* Management of be First’s Forward Plan, including Gateway documents/ governance
* Any other duties

**Reporting to:-** Document Controller

**Key Skills and Attributes:-**

* Literate in the use of Microsoft Office, CAD and good knowledge of EDMS systems
* Meets deadlines
* Organises others in the meeting of design deadlines. Demonstrable people management skills
* Knowledge of UK construction best practice would be desirable
* Great communicator. Comfortable speaking to both the client and contractors
* Comfortable in challenging decisions using good reason
* Understands what’s best for us as a business, commercial acumen that drives effective decision making
* Able to react to changing requirements. Shows great dexterity in the works they undertake
* Demonstrates a practical approach to problem solving
* Can manage own workload
* Able to work in a team
* Able to work without direct supervision
* Shows initiative
* Works well with uncertainty
* Happy to take on tasks that may not naturally sit within a Document Control role

**Training to be provided:-**

* Advanced EDMS training
* Microsoft office/ Programme upskilling training (if needed)

Start Date- ASAP