



Design Coordinator
Job Opportunity at Qatar with Leading International Company
Job ID: 3200

SUMMARY JOB DESCRIPTION

Ensure Document Management consistency across all Projects, rigorously, maintaining control and traceability of the documentation from project initiation throughout completion.

DUTIES & RESPONSIBILITIES

- Monitoring all incoming technical documents and comments received via ACONEX notification and distribute accordingly as per discipline.
- Coordinates with Main Contractor/client for allocation of document no. and other issue as required.
- Generate the various document control reports, submittals, Metadata, Workflow from ACONEX as required.
- Write or draft correspondence and report, initiates replies as appropriate, routes matters requiring action by staff or other organization and follow up to ensure are completed.
- Controlling Technical Log/Scanning for JOB ORDER/MTO/Shop-Drawings /others documents and update to projects server same time to drop box.
- Provide assistance for Designers.
- Maintain centralized files other documents keep records in file systematically.
- Printing of drawings.
- Prepare technical Submittal for Shop-Drawings, Structural Calculation and RFI.
- Update shop-drawing, Structural Calculation & RFI Registers.
- Receiving incoming and outgoing mails/ documents and forward to concern.
- Answer telephone calls and gives information to callers, take message, or transfer calls to appropriate individuals.
- Fills in with other secretary's/document controller's job as well and helps other departments when required.
- Responsible for providing confidential and efficient administrative support to the department and management.
- Download, distribute and file all incoming correspondence/comments from our external clients and Parent Company.
- Distribute and file Job Orders /MTO to relevant departments within the organization.
- Prepare up-dated Hand-over summary.
- Perform other tasks as maybe assigned by immediate superior.

ESSENTIAL SKILLS

- Strong communication and organization skills.
- Working proficiency in English language.
- Basic understanding of engineering, construction and commissioning documentation.
- Pleasant personality, with good written and verbal communication and interpersonal skills.
- Mature, proactive, take initiative and well organized.
- Systematic and able to work under pressure.
- Meticulous and able to follow through with tasks promptly.
- Able to work independently as well as in team.

EXPERIENCE & EDUCATION

- Bachelor's Degree or Diploma holder is preferred
- 5+ years working experience in Construction / Construction Specialist industry preferred.
- Advanced user MS-Office suite and Document Management Systems such as ACONEX, 4p, Procure, ERP etc. and ISO standards.

TRAINING & QUALIFICATIONS

- Document Control Certification is an advantage.
- Specific training courses related to Document Management and Quality