

Job Description

Document Controller

GENERAL CONSTRUCTION (GC)

When you join our team, you are in the right place for your career growth and to utilize your talents and potential. we are a full Engineering, Procurement, Construction, and Maintenance (EPCM) company serving clients in Oil & Gas, Mining & Metal, Petrochemical, Power, Civil Infrastructure, Water industries in U.S. and around the world.

Servicing our customers through our diverse business divisions, we offer challenging assignments on some of the world's largest and most complex projects. Our clients value us because they know we could deliver. General Construction is headquartered in Houston, Texas and has opportunities throughout the U.S., Canada, Mexico and China.

General Construction Group is looking for a **Document Controller** for our Houston office. Job duties will include but not limited to the following:

Roles & Responsibilities:

- Responsible for all document control activities for the Company and projects.
- Provide professional document control duties applying diversified knowledge and experience of document control and filing practices to support construction projects.
- Organize and file current document backlog from project job packages per the company's current filing process.
- Assist team in scanning, organizing, and indexing critical documentation.
- Responsible to process all submittals and input into the system.
- Maintain updated submittal log, monitor the submittal schedule and status.
- Transmit documentation and submittals through the Clients SharePoint system.
- Receive, log, and track plans and specifications as received including all revisions.
- Distribute plans and specifications to contractor personnel as well as subcontractors.
- Maintain all hard copy files of project documentation.
- Maintain electronic copy files of project documentation.
- Support project team in regards to submittals, RFI's, drawings, specifications, and other project documents.
- Performs other related duties as required and assigned.
- Knowledge of the construction process, proven ability in planning, organizing and implementing work priorities to ensure the orderly flow of construction documentation throughout the construction process.
- Must have strong verbal and written communication skills, capable of communicating directly with engineers and administrative staff.

Experience: Must have 5 or more years in construction in similar position with similar responsibilities.

Education: High school diploma or equivalent required. Some college education preferred. Bachelor Degree in Construction Management or Engineering is a plus

Benefits:

General Construction Group offers a selection of competitive lifestyle benefits which could include a 401K plan with company match, pension, medical, dental, vision, life insurance, flexible spending account, disability, paid time off, or flexible work schedule. We support career advancement through professional training and development.

EOE:

General Construction Group is Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.