



Glanua



#JOB-2437754



Dundalk, Co. Louth,



No of positions : 1



Paid Position



39 hours per week



Negotiable



13/05/2026



10/06/2026

### How to apply

#### Application Method :

Please apply to the vacancy by the following means:

Email : [recruitment@glanua.com](mailto:recruitment@glanua.com)



Open your camera app & point here to view this ad online



## Construction - Document Controller Dundalk

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

The role of the Document Controller is outlined as follows:

Controlling company and project documentation

Following and improving document control procedures

Ensuring all documentation meets formal requirements and required standards.

Sorting, storing and retrieving electronic and hard copy documents on behalf of clients and industry professionals.

Producing document progress reports for senior managers

Conducting regular reviews and document audits

Using computers to organise and distribute documents within a company.

Helping in the planning stages of a specific project

Ensure documents are shared at key times to facilitate timely project completion.

Working in an office.

Primary Duties and Responsibilities:

The main duties and responsibilities of the Document Controller are outlined as follows:

ACC Platform Administration and Document Management - Manage Glanua's internal ACC workspace, including user access, folder structure, version control, and document management for the project.

EIDA Formal Document Submissions - Create and manage transmittals in EIDA (Client Portal) in line with their SOP for good document management.

EIDA Submittal Management - Process all technical submittals (shop drawings, product data, material submittals, samples) through EIDA.

EIDA Quality Plans and ITP Management - Upload Quality Plans and Inspection Test Plans (ITPs) to EIDA before construction activities begin.

EIDA RFI and NCR Management - Create and manage RFIs (Requests for Information) and NCRs (Non-Conformance Reports) in EIDA.

EIDA Quality Assurance Documentation - Ensure all QA documents are GDP compliant with proper signatures and dates.

ACC to EIDA Document Transfer and Version Control - Coordinate document transfer from ACC (internal) to EIDA (client submission).

Client Comments Management (EIDA to ACC) - Download any client comments and markups from EIDA, and distribute to the Glanua team via ACC.

EIDA Turnover Package Management - Compile Vendor Turn Over Packages (VTOP), Trade Turn Over Packages (TTOP), and Construction Turn Over Packages (CTOP) in EIDA.

Good Documentation Practices (GDP) Compliance - Ensure all documents meet GDP standards before submission to EIDA.

EIDA User Access and Training Coordination - Coordinate EIDA access requests for Glanua staff through Client Document Control.

Document Control Reporting and Metrics - Generate daily/weekly/monthly document control status reports

Manage QA procedures and processes ensuring compliance with Glanua company procedures is always maintained.

Report to project teams on non-compliance to company procedures

Engage with Project Teams to provide upskilling and training on our BIM 360 document management system.

Liaising with the Digital Lead, BIM Coordinators, Design Managers, Project Managers and site staff for all documents submissions.

Provide brief status reports to synopsise projects progress.

- **Sector:** construction

### **Career Level**

- Not Required

### **Candidate Requirements**

(Essential)

- **Minimum Experienced Required (Years):** 5
- **Minimum Qualification:** Level 6 (incl Higher Advanced Certificate & National Craft Certificate)

(Desirable)

- **Ability Skills:** Administration, Analytical, Communications, Computer Literacy
- **Competency Skills:** Collaboration, Decision Making, Flexibility, Initiative