



Boyle Construction



#JOB-2467641



BOYLE CONSTRUCTION, Ballyraine,
Letterkenny, Co. Donegal, F92 A466



No of positions : 1



Paid Position



40 hours per week



37544.00 Euro Annually



07/09/2026



05/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : tanya.russell@bc.ie



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



Technical Document Controller

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

Key Responsibilities

- Manage and maintain project documentation and construction records, including drawings, RFIs, technical submittals, delivery dockets, labour statistics, monthly progress reports and BCAR trackers, ensuring accuracy, accessibility, traceability and compliance with established company procedures.
- Prepare, operate and maintain Document Control Procedures in line with the Company's Document Management System, ensuring documents are correctly registered, controlled, distributed, revised and readily accessible to relevant project teams.
- Administer digital project and document-management platforms including Aconex and Procure, managing document uploads, distribution, approvals, workflows and project-user access, and ensuring project information is communicated to the appropriate stakeholders.
- Maintain and analyse Excel-based procurement records, including purchase orders, delivery dockets and supplier invoices. Reconcile ordered, delivered and invoiced values, identify discrepancies and coordinate with suppliers and site teams to resolve issues, including obtaining corrections or credit notes where required.
- Support monthly invoice and procurement verification, checking that invoiced materials and services have been appropriately ordered and delivered to site, maintaining accurate records and supporting the payment-certification process.
- Use strong IT, Microsoft Excel, data-analysis and process-improvement skills to identify opportunities to digitalise and automate repetitive document-control, procurement and project-administration processes and improve the efficiency, accuracy and reliability of existing workflows.
- Strong IT and Microsoft Excel skills, with knowledge or experience of workflow automation, programming/scripting and digital process improvement considered highly desirable.

Key Requirements

- Excellent IT and Microsoft Excel skills, with strong analytical, problem-solving and data-reconciliation abilities.
- Strong organisational, communication and time-management skills with excellent attention to

detail and the ability to meet project deadlines.

- Motivated, flexible and capable of working effectively with project managers, engineers, site teams, suppliers and other stakeholders.
- Minimum 1–2 years' experience in document control, construction administration, project administration or a similar role, preferably within a construction environment is desirable.

Desirable

- Degree in IT or related field is highly desirable.
- Experience with Aconex, Procure or similar digital project/document-management systems
- Knowledge or experience of workflow automation, programming/scripting and digital process is highly desirable.

- **Sector:** construction

Career Level

- Experienced [Non-Managerial]