



Glanua



#JOB-2471856



Co. Cork,



No of positions : 1



Paid Position



39 hours per week



Negotiable



24/09/2026



22/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : recruitment@glanua.com



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



Construction - 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

The Role & Candidate:

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.

The prior knowledge, skills and experience required of the Document Controller are outlined as follows:

Knowledge, Skills, and Experience:

Proven experience of implementing or using existing web-based information management systems.

Qualification in or previous experience of Information Management, Office Administration or similar field is desirable though not essential as training will be provided to the right individual.

5 years minimum experience in Documentation or Information management, ideally within the construction industry.

Previous experience of implement and managing cloud-based document management systems is preferable.

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

Primary Duties and Responsibilities:

Implementation of new changes to the document management system across the Glanua Ireland business.

Distribution of project documentation received from external sources to the relevant team members.

Working closely with various Management Teams to help establish and maintain procedures

compliance on BIM 360 Docs and SharePoint as our primary document management systems. •

Undertake all document management tasks – maintaining an audit trail for incoming documentation.

Ensure all outgoing information is controlled and traceable.

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.

Ensure the timely, accurate and efficient distribution of information in order to maintain the agreed construction programme and deliver our client requirements.

Maintain confidentiality around sensitive documentation.

- **Sector:** construction

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 5
- **Minimum Qualification:**No Qualification

(Desirable)

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