

Document Control Person for Project Controls department

Job Description: This will be a support position to the team ensuring that all project-related documentation is properly managed and maintained in a shared management system to be provided by the client. This position requires exceptional organizational skills and experience identifying documentation for proper storage. This position will work with the project controls team to ensure all documentation management is following the standard operating procedures as developed by the team.

Education Requirements: Document control, engineering graduate, architectural graduate, construction management, business management, or similar.

Experience: Preferably in construction or project development environment with a minimum of 2 years of experience in document control or project coordination.

Contact Vladimir Naranjo at vladimirnaranjo@pmgunited.com with any inquiries.