

Job Description: Document Controller

We are seeking a detail-oriented and motivated Document Controller to join our dynamic team at Kohn Pedersen Fox Associates LLC. In this role, you will be responsible for supporting the management of project documentation and ensuring compliance with our quality management systems while under the leadership of our senior document controller. You will work closely with project teams to facilitate the flow of information, maintain document records, and contribute to process improvements.

Primary Responsibilities:

- Assist in the organization and maintenance of project documentation, including construction documents, plans, specifications, RFIs, Submittals and correspondence.
- Support the document control process by ensuring documents are correctly classified, stored, and retrieved in accordance with company standards.
- Coordinate the distribution of documents to relevant stakeholders and track revisions and approvals.
- Maintain an accurate document register and ensure all documentation is up-to-date and accessible to team members.
- Collaborate with project teams to identify documentation needs and provide training on document management systems.

Qualifications:

Required:

- 1-3 years of Construction Admin Experience
- Associate degree in Construction Administration
- Strong attention to detail and organizational skills.
- Excellent communication skills, both verbal and written.
- Ability to work effectively within a team and independently.

Preferred:

- Experience with construction document management systems or software.
- Familiarity with quality management processes.
- Basic understanding of project management principles.

Technical Skills and Relevant Technologies

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Experience with document control software (e.g., Procore, SharePoint, e-Builder, CMiC, Aconex, ProjectSight) is a plus.
- Understanding of file management systems and best practices.



Soft Skills and Cultural Fit

- Strong problem-solving abilities and a proactive attitude.
- Ability to manage multiple tasks and prioritize effectively.
- Willingness to learn and adapt in a fast-paced environment.

This position requires you to work in the office in-person 5 days per week.

Applications submitted without a resume will not be considered.

Pay Range: \$55,000 - \$60,000 annually