



East Gate Mall is the largest urban shopping district in Macedonia, designed to the highest standards, it offers unique shopping experience with major high street brands and additional services. The new place in Skopje not only continues the shopping story, but it also represents a multi-purpose entertainment, dining and leisure hub, with a range of activities that cater to all ages and tastes. Everything you want, you get here!

We are seeking to employ a thorough and extremely organized person for our Complex Project in Skopje, for the position of

Document Controller/Office coordinator

Role and Responsibilities:

- Act with professional and due diligence focus at all times to fully safe guard the interests of the project and company in all business activities.
- Responsible for high quality tracking and timely distribution of all incoming and outgoing correspondence, documents/ drawings, letters, memo, transmittals etc.
- Ensure all hard and electronic copy distribution of controlled documents to focal point or as per agreed distribution matrix.
- Perform thorough quality checks of Contractor and Engineer submitted and received documents
- Ensure timely transmission of Engineer comments on Contractor submitted documents
- Provide technical support on EDMS usage to Construction Team
- Provide accurate Document Control reports to the Construction Team on weekly basis
- Adhere to company and project Quality Management System & HSE policies and procedures.
- Responsible for the storage of the active and archived documents to prevent damage and deterioration.
- Knowledge of Electronic Document Management Systems

Qualifications:

- Bachelor's degree (preferably in Engineering field), with minimum 3 years of relevant experience
- Ability to analyses data and come to conclusions
- Great time management skills
- Ability to follow procedures exactly
- Incredible organizational skills
- The ability to multitask
- Strong knowledge of MS office including outlook, excel and word
- Fluent English

All interested candidates that meet the required education, skills and experience for this working position, should apply on the button below, no later than **18.05.2021**.