

## Assistant Document Control Manager Job in Dubai | Al Futtaim Careers

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Company: Al Futtaim

Location: , Dubai, United Arab Emirates

Category: business-and-financial-operations

Assistant Document Control Manager Job in Dubai | Al Futtaim Careers

**Description:**

Perform the responsibilities of the Document Control Manager in his/her absence.

Implement company standards for document control processes and ensure that these standards are adhered to throughout the span of the project until the final handover. Setup document control at the start of the project. Liaise with the project team, client and consultant.

**Job Responsibilities:**

Ensure that all relevant safety, quality and environmental procedures, instructions and controls are adhered to so that the safety, quality of services and environmental compliance can be guaranteed within AFC

Continuous Improvement

Contribute to the identification of opportunities for continuous improvement of process and practices taking into account, the interests and benefits to AI Futtaim and its employees.

Report unsafe practice.

## Job Requirements:

Diploma / Degree in Information Management or related discipline.

Excellent IT skills: expert knowledge in Excel and proficient in Outlook, Word.

Document Management Systems: expert user of Aconex and knowledge in Conject BIW, Bentley Project Wise Construction (PWC), Primavera Unifier, ViewPoint 4Projects, Constructware, Sharepoint.

9 to 10 years construction business experience.

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