Scott Brownrigg is a global design leader ranked within the UK Top 20 and within the Global Top 100 of architectural practices. With our Head Office in London, we have studios across the UK and internationally in New York, Singapore and Amsterdam.

Our people are the foundation of our culture: tightly knit and incredibly welcoming. We nurture our staff and encourage their creative and entrepreneurial spirit. We set high standards for ourselves and our teams work collaboratively to achieve the best, and have the determination and drive to do things better. We like to push ourselves, creatively, in business and as a team. We listen and explore every ­angle with our clients so that we make the creative journey an enjoyable one for all.

**JUNIOR DOCUMENT CONTROLLER**

**Your role**

* You will be responsible for providing document control and project administration support in accordance with the Company Management System.

**What you will do**

* Quality Assurance of deliverables for issue including correct adherence to agreed drawing numbering and revisions.
* Check drawings adhere to Company Management System protocols.
* Assist with Drawing & Deliverable Issues by uploading and issuing to a variety of client extranet sites.
* Assist with Drawing & Deliverable Issues by uploading and issuing via Newforma.
* Assist with the processing of incoming drawings and deliverables, to include filing in correct network locations and printing any drawings as required.

Training will be provided if required.

**Drive for Results**

Work hard to deliver objectives; respond to instructions; meet deadlines; act on feedback.

**Client Focus**

See the client’s needs as a priority; identify how work in your own area helps to meet client expectations.

**Concern for Quality**

Show concern for quality and order; keen to deliver work as instructed; apply knowledge of the correct way of doing things.

**Teamwork**

Participate willingly in the team; doing own fair share of work; act in accordance with the team’s objectives and goals; support others to deliver.

**Interpersonal effectiveness**

Take time to listen; understand either the content or emotion of the message; draw basic conclusions about an individual’s state from visual and verbal clues; makes formal and informal contacts at work.

**Agility and adaptability**

Are aware of general need to change and adapt; listen to ideas; attempts to understand innovations as they appear.

**Your skills**

* Excellent working knowledge of Excel and Outlook.
* Attention to detail
* Able to take responsibility for seeing a task through to completion
* Organised and efficient
* Methodical and thorough
* Ability to multi-task and prioritise
* Able to work on their own initiative, as well as from instructions
* Able to cope under pressure and work within time constraints
* Good interpersonal and communication skills

# **Your qualifications and experience**

* Experience of document control would be an advantage
* Experience of working in an architects practice or similar industry would be an advantage