

**DOCUMENT CONTROLLER / SITE ADMINISTRATOR**

- Implement and adhere to the current requirements of the quality control system; OPM's & IKEA's requirements regarding Project's documentation & communications.
- Perform an administrative support to the site team.
- Secure maintenance of the site office and its smooth running.
- Register, distribute and file all incoming letters.
- Send emails and letters.
- Register and file data and update company databases of addresses and telephone numbers (clients, contractors, etc.).
- Organise meetings, visits, conferences, travel and accommodation as required.
- Participate to the meetings and issue the minutes of the meeting (MOM), distribute it after the reviewing with the relevant managers.
- Issue and submit daily reports (Jurnal de santier) for the Client & OPM PM staff
- Collect all the sections and provide the relevant information to the responsible managers in order to issue and submit the Monthly Report to the client.
- If necessary, translate documents from English to local languages and vice versa.
- Document control – registration, filing, distribution – in accordance with the instructions of Project Manager.
- Together with the Diriginte de santier check the documentation for Building Book (Cartea Constructiei) received from the Contractor.
- Together the Diriginte de santier compile the entire documentation for Building Book (Cartea Constructiei) in order to prepare the hand over to the Client (Investor)
- Make photocopies.
- Record team member absences, holidays
- Provide office supplies – obtain stationery, IT materials, etc.
- Monitor the costs related to the site office operation in connection with set limits. Adhere to the given budget.
- Obtain maintenance of the office, cleaning services if are not provided by the Contractor.
- Monitor the presence of employees and inform about their movements and meeting outside the office.
- During her activities use adequate qualification, competencies, professional expertise and care which can be expected from a qualified employee on this position.
- Become acquainted with company internal rules and regulations, procedures and policies and adhere to these.
- Act in accordance with local legislation.
- Take responsibility for the Health and Safety in the department or on site; implement and act in accordance with the company policy in regards to Health and Safety.
- Become acquainted with new rules and methods, improve qualification and language knowledge.
- Keep confidentiality about all facts which are considered or declared as confidential.