

Lellyett & Rogers Company

WANTED: Document Control Specialist

Company Overview

We are a Nashville based document and digital asset management company that provides professional services to owners of complex infrastructure. We offer document administration/document control for project teams as well as document organization to assist in the operations and maintenance of large facilities.

Due to our rapid growth, we are looking to add additional Document Control Specialists to our team of professionals.

A) PURPOSE OF POSITION

- To perform document administration, management, production, and distribution tasks on request of our customer.
- Establish a successful workflow with users.
- Evaluate client needs on an ongoing basis and report to supervisor.
- Operate and maintain all L&R supplied printer/scanner systems.
- Aggregate documents identified by our customer to post to portal(s).
- Scan hard copy documents to intelligent PDF files.
- Post scanned documents to portal(s).

B) MAJOR RESPONSIBILITIES

- Provide excellent Customer Service for all client and internal employees.
- Process project related documents.
- Perform document QC before posting to portal(s).
- Track down missing documents and files by contacting the responsible party.
- Scan and post documents to the site.
- File conversion services

C. REQUIREMENTS FOR SUCCESS

- Extremely good attention to detail.
- A passion for service.
- Good working knowledge of the Contract Documents used in healthcare construction and the document workflows used in project delivery. (Construction Document Technologist certification from Construction Specifications Institute, preferred.)
- The ability to work closely with a variety of different users both internal within our customer and external among project team and consulting firms providing services to client.
- Good people and communication skills.
- Good computer skills with proficiency in Microsoft Office products.
- Additional experience in the Adobe product family (Acrobat, Photoshop)
- Good organizational skills.
- Good math skills.
- Good problem solving skills.
- The ability to work and excel with minimal supervision.

Submit Resume to:

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