



<b>Job Title:</b>	Document Controller/CAD Technician	<b>Position Type:</b>	Part Time, Temporary Maternity Cover
<b>Location:</b>	Shedfield, Southampton, SO32 2HS	<b>Date Posted:</b>	Thursday 12 October 2023
<b>Salary Range:</b>	£15-£20 an hour depending on experience	<b>Application Deadline:</b>	Friday 27 October 2023

### Job Description

Logistical Building Services (Electrical) is an award-winning mechanical and electrical contractor and works closely with national house builders on new build dwellings across London and the South. This is your opportunity to join our friendly team as a Document Controller/CAD Technician at our head office in Shedfield, Southampton.

#### RESPONSIBILITIES

- Act as a point of contact for document management matters
- Ensure that accurate information is distributed on time throughout the organisation
- Coordinate all activities related to the document control, including technical documents and drawings
- Manage documents on various internal, as well as the client, portals to ensure that all information is correct and up to date
- Produce detailed and accurate drawings on CAD and ensure these are delivered on time
- Assist with the preparation of O&M Manuals

#### SKILLS AND EXPERIENCE

- Previous experience with document control using online portals. A working knowledge of Viewpoint and DocElite would be an advantage but is not essential
- Previous experience in producing drawings using CAD
- Ability to read technical drawings and provide revisions as required
- Good knowledge of Microsoft Office, particularly Excel, Outlook, Word and Teams.
- Proactive in role, with the ability to prioritise

#### BENEFITS

- 20 days holiday, plus Bank Holidays
- Pension scheme and BUPA health cover
- Free onsite parking
- Regular company events
- Flexible Hours

### How To Apply for The Role

Please email a copy of your CV and a Cover Letter to [hilary.williams@logistical.co.uk](mailto:hilary.williams@logistical.co.uk), stating in the body of the email that you are applying for the position of Document Controller/CAD Technician.