

vConstruct Private Limited

Office No. 602, Level 6, Pentagon P-1,
Magarpatta City, Hadapsar, Pune – 411013, India
Fax: +91 20 6628 0011



Document Control Administrator

vConstruct, a Pune based international engineering and construction services firm seeks technically strong, highly organized individuals for the position of Document Control Administrator. Qualified candidates will have strong communication skills, the ability to interpret construction engineering documents, and maintain organized file systems to support ongoing operations overseas.

Job Responsibilities:

1. Manage and distribute construction documents like drawings, RFIs, Submittals etc. received from project teams per specified work procedures.
2. RFI Management – understand RFI content to identify appropriate details, portions of drawings impacted by RFI.
3. Maintain current set of documents – understand and manage the various versions of documentation to maintain the most current set of documents.
4. Reports – Collect and integrate data from multiple sources to create project reports
5. Maintain an updated log of all incoming documents like drawings, RFIs, Submittals etc.
6. Create user accounts in various software platforms. Distribute login information. Understand security and access protocols to manage user access.
7. Oversee data entry and update records as requested by the project team.
8. General communication and follow-up with project team and subcontractors.

Skills and Qualifications:

We are looking for a flexible, detail-oriented team player with the ability to manage multiple tasks, produce quality work, and consistently meet deadlines. The successful candidate will possess:

- Diploma in Architecture/Civil OR B.Com/B.Sc in Computers
- Min 60% GPA
- Good reading and comprehension skills in English
- 2 years' experience in construction project management; freshers may apply too.
- Familiarity with construction documents and terminology preferable
- Knowledge of Microsoft Excel desirable
- Knowledge of construction management issues
- Ability to work independently with minimal supervision.
- Excellent listening skills and have strong communication skills.
- Ability to identify and resolve complex issues.
- Effective participation in team environment

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- A strong work ethic and a “can-do” attitude.

About vConstruct:

vConstruct specializes in providing high quality Building Information Modeling and Construction Technology services geared towards construction projects. vConstruct is a wholly owned subsidiary of DPR Construction.

About DPR Construction:

DPR Construction is a national commercial general contractor and construction manager specializing in technically challenging and sustainable projects for the advanced technology, biopharmaceutical, corporate office, and higher education and healthcare markets. With the purpose of building great things—great teams, great buildings, great relationships—DPR is a truly great company. For more information, please visit www.dpr.com.