

## Join us to help lead the next wave of the digital economy.

Apto is a data centre company that designs, builds, and operates hyperscale data centres for our customers in high growth and emerging markets across Europe. Apto has been formed to develop and operate the European data centre assets of global investment manager, PIMCO, benefiting from access to scale, resources, and land sourcing capabilities of one of the largest European real estate platforms.

Guided by an esteemed leadership team with insights drawn from the world's digital and data centre titans, Apto brings over a century of combined experience in designing, constructing and operating data centres at scale.

From Day 1, the leadership team has focused on the type of company we want to build. We measure success by how well we demonstrate our values every day. We nurture an unfaltering passion for excellence, guided by our customers' needs and expectations. We obsessively take ownership, deliver on our promises, and create lasting positive impressions. We thrive on overcoming any hurdle to give our customers the best possible experience and outcomes. And, we have fun along the way.

Our access to capital and real estate is important but our most valuable asset is our team, and we are delighted now to be recruiting for a **Document Controller role (12-month contract)**.

### The role

The Document Controller is responsible for managing and auditing the document control platform (Procore) and document control procedures so we can build successfully in any new location we enter. This includes working with the Procore Team to develop and standardise the Apto Procore platform, implement and maintain document control strategies for each new build, ensure appropriate issuance and storage of documents in accordance with the project document control procedure and interface with internal and external stakeholders.

In addition, you will:

- Ensure the full functionality of the Procore platform is deployed across all projects.
- Maintain and set standards for project document control and best practices. Drive process improvements across the organization.
- Act as central point of contact for documents shared to and by the Apto Team.
- Implement, maintain and audit project level administrative user manuals for our supply chain.
- Ensure appropriate issuance and storage of documents in accordance with the project document control procedure.
- Review functional workflows and share with project stakeholders.

- Control the numbering, naming, filing, and formatting of all documents issued onto the Procore platform.
- Manage the flow and control of documented information, including Aptos deliverables, technical queries, and third-party documents within Procore.
- Collaborate with stakeholders and teams to maintain up-to-date and accurate project documentation.
- Update and manage company technical registers, ensuring compliance with documented information control policies.
- Oversee the archiving of project documentation and maintain and update Business Management System templates.
- Proactively advise on upcoming document review/approval phases and ensure timely action.
- Utilize Procore systems expertise and construction industry experience to uphold meticulous document management standards.
- Complete other document administration related tasks.

### Basic Qualifications

- 3 years' experience in Document Control
- 2 years' Procore Construction Software experience working in the Construction Industry.
- Fully proficient in Microsoft Word, Excel, PowerPoint, and Procore Platform.
- Excellent verbal and written communications skills.
- Well-developed interpersonal skills, and ability to work cooperatively as part of a multi-disciplinary team to meet project demands.
- Demonstrate ability to work effectively on own initiative, set priorities and work within required timelines.

### Preferred Qualifications

- Relevant bachelor's degree
- 2+ years of driving end to end data centre construction projects using numerous delivery strategies.
- 2+ years' experience building processes and driving process improvements.
- Experience in stakeholder management, dealing with multiple stakeholders at varied levels of the organization.

### Location

Dublin or London is preferable. Remote working is possible. We are flexible on where you work but we would like to see you in person for meetings that matter. There will be some requirement to travel to Europe (20%).

### Reporting

Niall Kenny – Preconstruction Director

**Apto is an equal opportunities employer.**

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## Contact Apto today.

If you are interested, please apply here: <https://hr.breathehr.com/v/document-controller-37335>