

GURRIMATUTE

Document Control Specialist

Gurrimatute is seeking a Document Control Specialist to join our owners representation seaport services team for a major 5-year capital improvement plan at one of South Florida's major seaports.

As a Document Control Specialist, you'll effectuate your responsibilities with a service-oriented focus in support of the project team, and the project management lifecycle for multiple concurrent projects. The ideal candidate will possess the ability to organize and prioritize multiple deliverables simultaneously, hold exceptional organizational and analytical skills, and have the capacity to maintain project documents and records while adhering to company procedures and industry best practices.

Job Responsibilities

- Maintain strict document control protocols, including drawings, photographs, and video (digital and hardcopy), invoices, contract documents, etc.
- Secure project meeting minutes
- Prepare reports, including tracking and inputting various project control data into multiple project management platforms
- Assist in project set-up and close-out protocols ensuring all documents are in order
- Monitor and track internal and external project-related communications
- Develop and maintain Excel spreadsheets to track project data
- Procurement and contract administration support

About Gurrimatute

Gurrimatute is an award-winning architectural firm, established for over 26 years and headquartered in South Florida. A small-business-certified firm, Gurrimatute's key market sectors include Transportation (Aviation and Seaports), Civic/Federal, Educational, and Healthcare. Gurrimatute is deliberately and rapidly growing, with projects throughout the southeastern United States.

Job Requirements

Job Title

Document Control Specialist

Job Type

Full-time, permanent

Job Location

South Florida

Work Experience

Minimum 5 years work experience working on Transportation/Port projects (U.S. Only)

Education

High School Degree (or equivalent)

Computer Skills

Bluebeam Revu
Adobe Acrobat
Microsoft Office 365
SharePoint/Teams
ProCore/NewForma

Essentials

Possess critical thinking and problem-solving skills
Ability to quickly adopt new or changing technologies, methodologies, and applications
Ability to work in a team environment and collaboratively meet strict deadlines
Self-disciplined and motivated with strong interpersonal skills and problem-solving ability
Strong verbal/written communication
English proficiency (Spanish is a plus)
Legal U.S. residency required
Clear Criminal Background Check

Benefits

Salary Commensurate with Experience
Promotion/Growth & Leadership Opportunities
Vacation, PTO & Holidays
Group Health, Dental, and Vision Insurance
Short-Term Disability Insurance
Matching 401K

Submit Resume to:
careers@gurrimatute.com

