



Dome Connect Coordinator

Dome Consulting is a leading commissioning management and documentation specialist consultancy within the property development and construction industry.

Dome is looking for a Coordinator to join its Connect team. The role covers the following responsibilities:

- Create project file on Dome Connect, establishing all deliverable / timings for the project and ensure all project deliverables are kept up to date on the system from start of project to completion
- Main point of contact for client and contractors throughout project
- Assist Project Team / Contractors with all aspects of the Dome Connect System
- Run Workshops with contractors to collate all information for manuals
- Liaise with Dome Connect technical team to build all templates.
- Work with technical author team to ensure all manuals are written to a high quality within the projects time frames.
- Manage Project close out meetings

Salary	Highly Competitive
Job Type	Permanent
Job Status	Full time
Location	Central London

To apply please email your CV and Cover Letter to central@domegroup.co.uk