



voestalpine Metsec is the UK's biggest construction specialist cold roll forming company and part of the largest globally leading steel and technology group. Established over 90 years ago, voestalpine Metsec is owned by the voestalpine Group. The Group has 500 companies and locations in 50 countries on 5 continents with €15.7 billion revenue and over 49,700 employees.

DIGITAL PORTAL (CDE) ADMINISTRATOR – SFS – FRAMING DIVISION

EXTERNAL VACANCY

Reports to: Office Manager – SFS
Location: Full-time office based in Oldbury, West Midlands
Hours of work: Monday to Thursday 8.30am to 5.00pm with half hour lunch break each day and 8.30am to 1.30pm with no lunch break on Friday of each week – 37 hours in total, paid monthly

The Framing Division provides lightweight, fast track galvanized steel building solutions, which are assembled on site as infill walling or load bearing structures. You will be required to work as part of the design team of this market leading lightweight structural system, known as SFS. This is a permanent full-time role based in the SFS department whereby you will be responsible for receiving and issuing drawings, uploading and downloading from project online portals, and ensuring the project CRM database is up to date with the latest information. You will be working closely with both our customers and the sales team. Training will be given as necessary.

Person specification

- » The successful candidate will be confident working in a document-controlled environment and will understand the importance of accurate and timely issue of the correct drawing revisions. A methodical approach is required to minimise the risk of errors arising from the use of superseded information. The ideal candidate would have a minimum of 1 to 2 years' experience working within the construction industry
- » Digital and portal competence: demonstrable confidence using online document portals and cloud storage, with the ability to learn new systems promptly
- » Construction documentation awareness: an appreciation of construction documentation and terminology (for example RFIs, submittals and revision cycles) is preferred
- » Attention to detail: highly accurate and methodical, with the ability to identify discrepancies in drawing numbers, titles and revision codes
- » Communication: clear verbal and written communication skills, with confidence liaising with external design teams and internal stakeholders
- » Organisation and prioritisation: able to manage a high volume of information, prioritise competing tasks and meet deadlines
- » Must be eligible and able to prove you can work in the UK, as the Company does not hold a sponsorship licence.

Your responsibilities

- » You will be responsible for controlling the issue and receipt of technical drawings and project documentation. You will act as the interface between internal teams and external parties (including architects, engineers, subcontractors and main contractors), ensuring that current information is correctly filed, readily retrievable and issued within agreed timescales
- » Portal administration: administer the upload and download of drawings and technical documentation within Common Data Environments (CDEs) such as Procore, Aconex, BIM 360 and Viewpoint
- » Revision and version control: verify that incoming drawings are the latest revisions, and ensure superseded information is archived correctly to prevent the use of out-of-date documentation
- » Distribution: issue and circulate updated information to the relevant project teams and supply chain partners in a timely manner
- » Document control standards: maintain agreed naming conventions and folder structures across all digital platforms to support consistency and auditability
- » Internal systems and records: maintain accurate project and document records within internal system M-Files, ensuring information is current, traceable and aligned with document control requirements
- » Quality assurance checks: review uploaded files for clarity, correct metadata and compliance with document control procedures
- » Team support: provide day-to-day support to the project team with document control queries and associated administrative activities.

Post date: Friday 15th May 2026
Package: Competitive salary, 33 days holiday (including statutory days), Company pension scheme, life assurance, health cash plan, discounted gym membership, cycle to work scheme, employee assistance programme, plus more
To apply: We look forward to receiving your CV at metsec.hr@voestalpine.com

voestalpine Metsec is an equal opportunities employer