



## SPEYHAWK LTD

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### Document Controller

#### Description

**12-month assignment – Up to £220 per day shift or salaried equivalent to £40,000 per annum plus travel**

Speyhawk Ltd are recruiting for a Document Controller with experience of Viewpoint for Projects (4Projects) to work on a land mark development in London. As the client's Document Controller, you will be the link pin between the consultant teams , main contractor and specialist sub contractors.

Applicants must be from a building background (**not heavy civils or infrastructure related projects**) with experience working for either a tier 1 main Contractor, Consultancy or leading Developer on major building projects.

You will be proficient with the use of Viewpoint for Projects (4Projects) and will be an effective communicator.

Responsibilities will include:

- Coordinate the data flow
- Uploading information onto the common data environment portal in line with information management protocols
- Prepare copies of critical files as directed
- Assist the Information Manager with Viewpoint admin
- Adding new users, creating container and support queries
- Prepare monthly Viewpoint reports and ensure RFIs are dealt with in a timely and efficient manner
- Monitor the system and highlight action require to senior management
- Manage drawing rack

Essential Requirements:

- Previous Document Control experience using 4Projects
- Construction (building) experience gained on major projects in the UK, within the past five years

The role will be office based in the West End, working as a key member of the client's delivery team.

Please upload your CV quoting the reference: Document Controller JP774

Document Controller Construction | Document Controller 4projects | Document Control Jobs | London

#### Hiring organization

Speyhawk Ltd

#### Employment Type

Full-time, Contractor

#### Duration of employment

12 months

#### Industry

Construction

#### Job Location

London, United Kingdom

#### Base Salary

£ 180 - £ 220

#### Date posted

6th January 2022

#### Valid through

04.02.2022

