



SPEYHAWK LTD

<https://www.constructionrecruitment.com/job/document-controller-construction-jobs-london-2/>

Document Controller Construction

Description

Document Controller Construction London

Up to £40,000 per annum plus benefits (Flexi Hours available 9am – 4pm Monday – Friday)

About the role

Speyhawk Ltd have an urgent requirement for a Document Controller to join a leading specialist contractor. The role will be office based in Central London, working with our client's highly professional team.

Our Client

Is a long-established name within the field of specialist contracting. They are renowned for the quality of their workmanship and have an impressive client base, delivering complex building projects within the capital.

Document Controller – Key Criteria or Experience

- Applicants must be from a building background, having worked for either a major Contractor or Specialist Contractor.
- A confident communicator you will liaise with the project team and have the ability to manage the data flow, ensuring subcontract instructions and change orders are dealt with in a timely and methodical manner.
- Prior experience in a Document Control capacity, maintaining company data flow and drawing is essential, any experience of quality or environmental systems would be an added benefit.

Software

A good working knowledge of different EDMS/software to include SharePoint and client filing systems such as Aconex/A-site or Fieldview would be advantageous.

In addition to driving the document management software you will be adept in the use of Microsoft Office Packages, particularly Office 365 and will assist with general administrative duties when required.

How to apply

Please [upload your CV](#) to Jamie Pearson in strict confidence quoting the reference: Document Controller JP904

Document Controller | Document Control | Construction Jobs

Hiring organization

Speyhawk Ltd

Employment Type

Full-time

Industry

Construction

Job Location

City of London, London, United Kingdom

Working Hours

9am – 4pm Monday to Friday

Base Salary

£ 35000 - £ 40000

Date posted

27th April 2024

Valid through

26.05.2024