



## SPEYHAWK LTD

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### Document Controller

#### Description

**Document Controller Construction | 4Projects | London**

**Up to £40,000 plus health, travel allowance, pension and generous bonus incentive**

An experienced Document Controller is required for the construction of a prestigious residential development, comprising bespoke ultra-prime residences. The role will be office based in the West End, working with our client's delivery team of design, commercial and management professionals.

Applicants must be from a building background with experience gained in the UK, working for either a Contractor, Consultancy or Developer on major building projects in excess of £100million. Proficient with the use of 4Projects, you will be an effective communicator, responsible for coordinating the data flow, ensuring change orders are dealt with in a timely and efficient manner, as well as training new hires on the software.

As well as driving the document management software you will ideally be familiar with Revit and the Microsoft Office suite.

#### Key Requirements:

- Previous Document Control experience (4Project Software)
- Construction (building) experience on major projects in the UK, within the past five years
- The ability to read and interpret construction contracts/drawings

Please apply below or upload your CV via our website quoting the reference: Document Controller JP694

**DOCUMENT CONTROLLER CONSTRUCTION | PROJECT ADMINISTRATOR  
| DOCUMENT CONTROLLER | INFORMATION COORDINATOR | BUILDING |  
LONDON | CONSTRUCTION RECRUITMENT.COM**

#### Hiring organization

Speyhawk Ltd

#### Employment Type

Full Time

#### Industry

Construction

#### Job Location

London, City of London, United Kingdom

#### Base Salary

£ 40000 - £ 50000

#### Date posted

4th May 2020

#### Valid through

5 June 2020