

Document Controller

Description

Document Controller | London | Specialist Contractor | Working in their SHEQ & Construction Team |

Up to £38,000 per annum plus annual bonus

About the role

Speyhawk Ltd have an urgent requirement for an experienced Document Controller to join a specialist contractor on a landmark development in London. The role will be site based, working within our client's 'SHEQ' team – Safety, Health, Environment and Quality.

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.

Key Criteria or Experience

Applicants must be from a building background, having worked for either a major Contractor or Specialist Contractor. Experience of external works to include building facades, cladding, curtain walling would be advantageous.

A confident communicator you will liaise with the project team and specialist sub-contractors 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 of maintaining company Quality and Environmental systems is key and you will be responsible for submitting all SHEQ reports.

Document Control Software

A good working knowledge of different document control systems/software to include Aconex, 4Projects and BIW (Conject) would be a distinct advantage, gained on major building projects in the UK.

In addition to driving the document management software you will be adept in the use of Microsoft Office Packages, particularly Office 365, Microsoft Project and Adobe Acrobat.

The Package

The role assumes a basic of up to £38,000 per annum and they do offer an annual bonus upon successful completion of the statutory probation period. In addition, 33 days holiday per annum to include bank holidays, a fully expensed company phone, annual review and cycle to work scheme.

How to apply

Employment Type

Full Time

Industry

Construction

Job Location

London

Working Hours

8am to 5pm Monday to Friday

Base Salary

£ 35000 - £ 38000

Date posted

15th September 2020

Valid through

8 October 2020

Please [upload your CV](#) to Jamie Pearson in strict confidence quoting the reference: **Document Controller JP699**

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