



SPEYHAWK LTD

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

Document Controller

Description

Freelance Document Controller | 4Projects | Construction Jobs | London

Up to £220.00 per day shift

An urgent requirement for an intermediate level Document Controller on a prestigious residential development in London. The role will be office based in the West End, working within our client's highly professional delivery team.

Applicants must be from a building background, having worked for either a Contractor, Consultancy or Developer on major projects as a Document Controller or Project Administrator. A good working knowledge of EDMS systems, specifically Aconex and **4Projects to an administrator level is essential.**

A confident communicator you will liaise with the project team and specialist subcontractors and have the ability to manage the data flow and ensure subcontract instructions and change orders are conveyed in a timely and efficient manner. As well as driving the document management software you will be adept with Microsoft Office Packages, particularly Excel.

Key Requirements:

- Fluent written and spoken English
- Previous Document Control experience with a Tier 1 contractor, developer or consultancy
- Construction (building) experience within the last five years in the UK
- The ability to read and interpret construction contracts/drawings
- **4Projects to an administrator level**

Please apply below or upload your CV through www.constructionrecruitment.com in strict confidence quoting the reference: Freelance Document Controller JP855

FREELANCE DOCUMENT CONTROLLER | PROJECT ADMINISTRATOR | DOCUMENT CONTROLLER CONSTRUCTION | BUILDING | LONDON | SPEYHAWK LTD

Hiring organization

Speyhawk Ltd

Employment Type

Contractor

Duration of employment

12 months

Industry

Construction

Job Location

London, United Kingdom

Base Salary

£ 200 - £ 220

Date posted

11th September 2022

Valid through

26.08.2022