



SPEYHAWK LTD

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Document Controller

Description

Freelance Junior Document Controller – Construction Jobs – London

Up to £180.00 per day shift (9 month FTC)

An urgent requirement for a Junior 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 for a minimum of 12 months. A good working knowledge of EDMS systems, specifically 4Projects 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 (4Projects)
- Construction (building) experience within the last five years in the UK
- The ability to read and interpret construction contracts/drawings

Please apply below or upload your CV in strict confidence through Speyhawk's website quoting the reference: Freelance Document Controller JP875

FREELANCE JUNIOR DOCUMENT CONTROLLER | PROJECT ADMINISTRATOR | DOCUMENT CONTROLLER CONSTRUCTION | CONSTRUCTION JOBS | LONDON | SPEYHAWK LTD

Responsibilities

To manage the data flow from the client development team to the various specialist trade contractors.

Qualifications

A degree is not essential, however a good understanding of 4Projects (Viewpoint) and Aconex would be advantageous.

Job Benefits

This is a fixed term contract offering a competitive rate based in our clients serviced offices in the West End.

Contacts

Contact Jamie Pearson for further information: 01582 832863

Hiring organization

Speyhawk Ltd

Employment Type

Contractor

Duration of employment

9 months

Industry

Construction

Job Location

London, United Kingdom

Base Salary

£ 160 - £ 180

Date posted

19th May 2023

Valid through

18.06.2023

