SPEYHAWK LTD

Freelance Document Controller

Description
Up to £25.00 per hour

An urgent requirement for an experienced Document Controller on a prestigious residential project. The role will be office based in Central London, working within our client's delivery team.

Applicants must be from a building background, having worked for either a Contractor, Consultancy or Developer. A good working knowledge of different document control systems/software, specifically Aconex and 4Projects would be a distinct advantage, gained on major projects in the UK in excess of £50million.

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

Key Requirements:

- Fluent English
- Previous Document Control experience (Aconex / 4Projects)
- Construction (building) experience within the last five years in the UK
- The ability to read and interpret construction contracts/drawings

Please apply to Jamie Pearson in strict confidence quoting the reference: Freelance Document Controller JP695

Hiring organization
Speyhawk Ltd

Employment Type
Contract

Duration of employment
18 months

Industry
Construction

Job Location
London, City of London, United Kingdom

£225 per day shift
£ 20 - £ 25

Date posted
23rd June 2020

Valid through
23 July 2020