

## 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

### Employment Type

Contract

### Duration of employment

18 months

### Industry

Construction

### Job Location

London

### £225 per day shift

£ 20 - £ 25

### Date posted

23rd June 2020

### Valid through

23 July 2020