



SPEYHAWK LTD

<https://www.constructionrecruitment.com/job/document-controller-jobs-construction-london-3/>

Document Controller

Description

Document Controller Construction | 4Projects |London

Up to £43,000 per annum plus generous benefits package

Speyhawk are recruiting for a Document Controller to join a prestigious development client. Working alongside the Document Control Manager you will act as the interface for data flow between the consultant teams and contractors on a major building projects across Europe.

Applicants must be from a construction background with experience working gained with either a high-end developer, consultancy or design practice.

Ideally you will be proficient with the use of Viewpoint for Projects (4Projects) and will be an effective communicator, responsible for coordinating the data flow, uploading information onto the CDE in line with protocols, prepare monthly Viewpoint reports and ensure RFIs are dealt with in a timely and efficient manner.

The role will be office based in the West End, working in our clients well-appointed offices 4 days a week with one day from home.

Key Requirements:

- Previous Document Control experience (2years minimum)
- Use of Viewpoint | 4 Projects
- Construction (building) experience on major projects in the UK or Europe, within the past five years
- Not essential but advantageous – Bilingual in Italian/English

In addition to the competitive basic our client is offering a comprehensive benefits package to include private health insurance, dental, annual health check (£2,500), private pension, life cover, study agreements/fees and 28 days annual leave.

Please apply below or upload your CV in strict confidence via our website quoting the reference: Document Controller JP944

Document Controller Construction | Document Controller 4projects | London | Construction Jobs |Construction Recruitment

Hiring organization

Speyhawk Ltd

Employment Type

Full-time

Industry

Construction

Job Location

London, West End, United Kingdom

Working Hours

9am – 5pm Monday – Friday

Base Salary

£ 38,000 - £ 43,000

Date posted

30th August 2024

Valid through

29.09.2024