



## SPEYHAWK LTD

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### Document Controller

#### Description

#### Italian Speaking Document Controller | London | Major Projects Europe

*Up to £43,000 plus generous personal benefits package to include private health and dental*

Our client is an international development organisation, who build landmark projects throughout Europe. They are looking for a Document Controller with a minimum of 2 years' experience from a building background to join their team. Ideally with a bilingual proficiency in Italian/English.

Whilst maintaining the day-to-day data flow you will provide administrative and translation support for their projects in Europe. The role is London based, working within a small team and assisting the Document Control Lead.

Previous experience of the construction industry is essential, having worked as either a Document Controller or Project administrator for a leading developer, consultancy or client team on building projects.

#### Key Requirements:

- Fluency in Italian and English
- 2 years Viewpoint 4 Projects experience
- Previous experience as a Document Controller
- Construction experience within the last five years
- The ability to read and interpret construction contracts/documents

This is an office based role Monday – Thursday 9am to 5pm with WFH on Fridays.

Please apply to Jamie Pearson in strict confidence quoting the reference: Document Controller JP945

Document Controller Italian Speaking |Project Administrator | Document Controller |

#### Hiring organization

Speyhawk Ltd

#### Employment Type

Full-time

#### Industry

Construction

#### Job Location

London, Mayfair, United Kingdom

#### Working Hours

09:00-17:00hrs      Monday      to  
Thursday  
Friday work from home

#### Base Salary

£ 38000 - £ 43000

#### Date posted

2nd September 2024

#### Valid through

29.09.2024