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[www.theglobalrecruitmentco.com](http://www.theglobalrecruitmentco.com)  
[contact@theglobalrecruitmentco.com](mailto:contact@theglobalrecruitmentco.com)

## Role: Document Controller

Location: London

Salary expectations: £33,000+

Notice Period: Available immediately

An ambitious Document Controller is looking for their next career move in and around Yorkshire and UK regions.

### Experience

*June 2022 – Present*

Document Controller • McMullen Facades

- Onboarded new site members by compiling rights to work documents, ensuring compliance regulations
- Managed stock levels on site by working with subcontractors and maintain detailed log.
- Handled payments and purchase orders for external suppliers to ensure timely delivery of materials.
- Maintained design logs and version control using viewpoint software, ensuring accuracy and efficiency.
- I attend meetings with other contractors to take minutes for the project.

Trainee Façade Manager

- My time working on site, I have been given an opportunity to be a trainee site manager, which is something I want to continue to progress career in. As a trainee site manager, I have already gained an excessive amount of experience, for example, I'm able to understand the forecasting of a project from the programs. I have experience shadowing a quality assurance manager who has taught me what to be on the look out for and how to resolve the issues found. Also, from being out on site I have gained knowledge about the build, and what is specifically needed for the façade.

*June 2016- May 2022*

Deputy sales Manager – Betfred

Led the transition from cashier to deputy sales manager at Betfred through exceptional cash handling, customer relations and security protocol adherence.

- Trained and promoted colleagues to be assistant sales manager, showcasing leadership and mentoring skills.
- Managed revenue, security, and staff scheduling in high risk-locations across England, ensuring operational efficiency and profitability.

*January 2021 – April 2021*

Site Operative – Mitie

During my time as a site operative at Mitie, I played a crucial role in maintaining PPE stock and ensuring the accuracy of test kits on a covid – 19 test site. I led onsite training sessions for new staff members, enhancing their competencies and maintaining exceptional customer service standards. Additionally, I managed efficient clerical systems to support the day-to-day operations of the site.