



Offshore Wind Document Controller

再生可能エネルギー発電事業/Solar&Wind/グローバル環境

Job Information

Recruiter

Sheffield Green K.K.

Hiring Company

再生可能エネルギー発電事業

Job ID

1559996

Industry

Petrochemical, Energy

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

9 million yen ~ 10 million yen

Refreshed

September 30th, 2025 12:22

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Basic

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

- ・ Defines and Maintains Key Project Deliverables that allow for effective decision making by Senior Management
- ・ Develop and Maintains Project Master Document Register (MDR) in SharePoint.
- ・ Provide Regional Document Control Support to Projects and analysis of overdue status recommend mitigation actions to Senior Project Management.
- ・ Produce document status reports for input into weekly and monthly process reports to Executive Management to allow for appropriate decision making.
- ・ Define and Maintain documents review and approval workflow internal and external with Vena JV Partners, OEMs and Key

EPC Contractors. Typically covering 100 contracted packages with over 10.000 documents.

- Maintain document audit trail and repository of final approved and As-Built records for all project stakeholders.

Manage Document Control Process for Vena, JV Partners, Main EPC Contractors and OEMs, during the project life cycle.

Required Skills

- Bachelor's degree from an Accredited University in Business Administration, IT or System Engineering.
- Hands-on experience as a Sr. Document Controller on large EPC construction projects (such as Offshore Wind, Power, O&G, Engineering Consultancy) in multi-discipline teams for at least 10 years.
- Expert knowledge of MSOffice 365 and SharePoint is a must.
- Advanced knowledge of document control systems and processes.
- Advanced knowledge of Power-BI
- Proven track record of developing and maintaining MDR and status reporting using Auto Desk Docs or Aconex.
- Strong communication and interpersonal skills with the ability to work effectively across key project disciplines and functional teams.
- Diligent, Persuasive and Attention to detail.
- Fluency in English is required.

Good to have

- PMP
 - Understanding of PMBOK framework and Waterfall Project Management methodology.
 - Communication Management
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Company Description