



## PR/159950 | Document Controller / ACONEX Specialist

### Job Information

**Recruiter**

[JAC Recruitment Malaysia](#)

**Job ID**

1570772

**Industry**

Civil Engineering and Construction

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

January 13th, 2026 09:01

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**About the Client:**

A leading Japanese design and engineering firm preparing for a large-scale entertainment facility project in Saudi Arabia, in collaboration with French and British companies.

**Key Responsibilities:**

- Manage and maintain project documentation (drawings, contracts) using ACONEX
- Ensure compliance with document control standards and project requirements
- Coordinate communication and document flow among multinational stakeholders
- Support project teams in document-related processes and troubleshooting within ACONEX

**Required Skills & Experience:**

- Advanced proficiency in ACONEX (hands-on experience required)
- Experience in large-scale international projects
- Background working with multinational companies (European or American preferred)
- Strong organizational and communication skills
- No age restriction: senior candidates are welcome

**Ideal Candidate Profile:**

- Detail-oriented and highly skilled in document management systems
- Comfortable working in a fast-paced, multicultural environment
- Flexible with contract terms and start dates

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**Company Description**