



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

#LI-JACMY

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Company Description