



PR/096760 | Document Controller

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1581757

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

May 5th, 2026 10:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Overview

Our client a leading engineering company with a significant global presence. They specialize in a broad range of electrical, mechanical, and telecommunications engineering services for various sectors, including building, industrial, and infrastructure projects. As they continue to drive growth and expansion, they are now seeking a Document Controller, to join their team and contribute to their ongoing success.

Key Responsibilities

- Manage the full lifecycle of project documentation, including receiving, tracking, cataloguing, and distributing incoming and outgoing documents and drawings to appropriate parties.
- Ensure accurate and efficient filing and archiving of all hard and soft copy documentation, facilitating easy retrieval and maintaining confidentiality of sensitive information.
- Support the Change Control and Document Control processes, coordinating receipts, maintenance, and distribution of quality, regulatory, and statutory certificates and related documentation.
- Prepare and distribute standard and customized periodic reports, including timely document review, approval status, and exception reports for management review.

- Expedite vendor documentation deliverables, issue status reports, and meticulously track all document correspondences and transactions.
- Coordinate drawing and document flow seamlessly between site and the main office.
- Contribute to the compilation of final project dossiers, as-built portfolios, and project archiving.

Key Requirements

- Minimum N level qualification with at least 3 years of relevant working experience in document management and control within a project-driven environment.
- Strong communication skills, both written and spoken, for effective liaison with internal and external stakeholders.
- Possess excellent document control and administrative skills.
- Knowledge of ISO 9001 standards is preferred.
- Proficient working knowledge of MS Office, adept at spreadsheets, and experienced with file management systems.
- Prior experience with Project Information Management Systems is preferred.
- Willingness to work at the Tuas area; transportation provided from designated MRT stations to the site office.

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Aloysius Loh
JAC Recruitment Pte Ltd
EA Personnel: R24121320
EA Personnel Name: LOH CHUAN LIANG ALOYSIUS

#LI-JACSG
#countrysingapore

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Company Description