

PR/161337 | Lead Document Controller (Capital Projects) - Mining / Chemical Processing / Oil & Gas

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1621699

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
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General Requirements

Minimum Experience Level
Over 10 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 company
A leading global producer of specialty materials for advanced technologies is seeking a Lead Document Controller to join its Project Management Office in Kuala Lumpur. Reporting to the GM, PMO, this role will establish the document control function and manage project documentation from studies and engineering through execution, commissioning, and handover.

ResponsibilitiesDocument Control & Governance

- Establish document control procedures, numbering systems, registers, workflows, and reporting standards.
- Maintain master document, engineering deliverable, correspondence, and vendor document registers.
- Ensure documents are accurate, traceable, properly approved, and compliant with project and quality requirements.

Systems Administration

- Administer Aconex or an equivalent document management system.
- Manage user access, metadata, workflows, transmittals, review cycles, and document revisions.

- Train and support internal teams, consultants, contractors, and suppliers in using the system.

Project Documentation & Coordination

- Manage engineering, procurement, contractor, vendor, construction, commissioning, and handover documents.
- Coordinate document reviews and approvals across engineering, project controls, procurement, contracts, construction, operations, and HSE.
- Track overdue submissions, reviews, approvals, revisions, and close-out documents.

Reporting & Handover

- Prepare document status reports and highlight risks or delays to the GM, PMO and project teams.
- Manage as-built drawings, equipment dossiers, manuals, test records, and final project files.
- Ensure complete and timely document handover to operations and maintenance teams.

Leadership & Improvement

- Act as the main document control focal point across the capital project portfolio.
- Improve document control systems, processes, governance, and reporting.
- Provide guidance to project personnel and support the future development of the document control team.

Requirements

- Diploma or Degree in Engineering, Information Management, Project Management, Business Administration, or a related discipline.
- Approximately 8 to 15 years of document control experience, including at least 3 years in a Senior or Lead capacity.
- Proven experience establishing document control processes for capital projects.
- Strong hands-on experience administering Aconex or an equivalent system.
- Experience supporting projects from conceptual or feasibility studies through FEED, execution, commissioning, and handover.
- Experience with a Tier 1 engineering consultancy, EPC or EPCM contractor, owner-operator, or major industrial organization.
- Industry exposure in mining, mineral processing, chemicals, manufacturing, oil and gas, energy, infrastructure, or heavy industry.
- Strong knowledge of engineering documents, contractor and vendor submissions, revision control, transmittals, and project close-out.
- Strong communication and stakeholder-management skills, with the ability to work effectively across different departments.
- Ability to work independently, establish a new function, and manage multiple project priorities.
- Experience supervising or guiding other Document Controllers will be an added advantage.

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#countrymalaysia

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Company Description