



JAC Recruitment

マレーシアの求人なら
JAC Recruitment Malaysia

PR/159950 | Document Controller / ACONEX Specialist

募集職種

人材紹介会社

ジェイエイシーリクルートメントマレーシア

求人ID

1570772

業種

土木

雇用形態

正社員

勤務地

マレーシア

給与

経験考慮の上、応相談

更新日

2026年01月27日 10:01

応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

会社説明