



## PR/096760 | Document Controller

### 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シンガポール

#### 求人ID

1581757

#### 業種

土木

#### 雇用形態

正社員

#### 勤務地

シンガポール

#### 給与

経験考慮の上、応相談

#### 更新日

2026年04月21日 10:01

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

流暢

#### 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

#### 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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会社説明