



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06月16日 14:01

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