

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

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
1621699

業種
その他（メーカー）

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11月10日 10:40

応募必要条件

職務経験
10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 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.

#LI-JACMY
#countrymalaysia

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.

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

会社説明