

Position: Senior Document Controller/Document Controller

Key Responsibilities:

- Set up an electronic library system for the management of technical documentations
- Develop and maintain document control processes for the efficient management and recording of QHSE documentations
- Develop electronic filing and archive system and technical library for easy to issuance, storage, retrieval and management of documents to internal and external customers
- Custodian for QHSE documents that must be controlled and kept for audit/internal requirements
- Maintain proper organization and storage of documents and information
- Provide full admin support to the team
- Undertake any other ad hoc projects/duties assigned

Requirements:

- Min GCE 'A' level or Diploma in Engineering or Quality related qualifications
- Min 3 - 4 years relevant experience in a similar role in Document control and record management in an MNC environment, preferably in Offshore Marine/Construction/Oil and Gas companies
- Possess good knowledge in document control and management processes and standards and ISO standards.
- Pleasant personality, with good written and verbal communication and interpersonal skills
- Mature, proactive, take initiative and well organized
- Systematic and able to work under pressure
- Meticulous and able to follow through with tasks promptly
- Able to work independently as well as in a team
- Proficient in MS Office applications (Excel, Words and Powerpoint) is a must and knowledge in using document control software is advantageous
- Work Location: Jurong East, IBP (Singapore)