

JOB DESCRIPTION

ID: PM-JD04

Job Title: Document Controller	Working Location: Vung Tau/ Other
Project: Detailed Engineering	Report to: QA/QC Lead Engineer
Group organization structure: <ul style="list-style-type: none">• Project Manager/Engineering Manager => QA/QC Lead Engineer => Document Controller	
Job Purpose: <ul style="list-style-type: none">• Assist Project team in document/drawing management	
General Description: <p>Directly reporting to QA/QC Lead Engineer with the major responsibilities as followings:</p> <ul style="list-style-type: none">• To set up and manage Project Document Control System.• To provide a proficient and effective document control service for the assigned Project team, to ensure that Project goals are achieved.• To effectively manage and process all incoming and outgoing Project documentation using the Company Documentation System (SPF) in accordance with procedures.• Accurately maintain archives and databases for Project documentation using in house document management system and Project specific spreadsheets/databases.• Collect, issue, receive and distribute incoming and outgoing Project documentation within pre-agreed timeframes.• Generate and issue Project document status reports on a regular and timely basis.• Maintain Project Master Document List in accordance with Company Documentation System requirements and Project requirements.• Responsible for carrying out other documentation tasks and administrative activities as required by Project or as directed by Functional Leader.• Participate in and be the mentor for on-job training program.• Implementing other assignments as required by Project Manager/ Engineering Manager/ /QA/QC Lead Engineer.	
Qualifications and Work Experience required: <p><i>Qualification</i></p> <ul style="list-style-type: none">• Bachelor Degree or higher in Engineering or Business Administration. <p><i>Experience & Requirements</i></p> <p>The job holder should have the following:</p>	

- A minimum 05 years of experience in document management of Oil & Gas major projects.
- A minimum 03 years as Document Controller with controlled document management in Engineering, Projects or Manufacturing environment.
- Experience in the use of formalized document control processes and tools.
- Knowledge of documentation workflow, understand the processes involved.
- To set up and manage Project Document Control System.
- To provide a proficient and effective document control service for the assigned Project team, to ensure that Project goals are achieved.
- Be fully aware of the implication of errors in document management.
- Working knowledge of IT aspects of document management in addition to competency in MS office applications (Word, Excel, PowerPoint, Outlook)
- Good understanding of written and spoken English.
- Ability to work in team environment.

Challenges (If any):

- Multi-functional, and able to cope with diverse job demands.
- Coordinating work in multiple locations with different organization and multiple interfaces.
- Under pressure and workload.

Assignment Duration :