



## **DOCUMENT CONTROLLER**

**Location: Negeri Sembilan**

**Nationality: Local**

**Type: Contract**

**Post: 1**

## **ROLE OVERVIEW**

- Part of team in site office
- Creating database in server for site team
- Scanning and filing of documents as Hard Copy and/or Soft Copy
- Email scanned files to the engineers and Manager in site office
- Accessing & inputting Data Management System
- Printing & making copies of documents for submission to the owner/customer/sub-contractor
- Making confirmation listing for scanned / submitted documents
- Providing administrative support to the site team
- Follow your Manager's suggestion about any other paper works or data management

## **REQUIREMENTS**

- Whilst there are no 'hard and fast' targets; the key measurable factor will be completion of work in a timely manner to meet deadlines.
- Other measurable factors will include relationship management internally and externally with peers and other work colleagues, suppliers, contractors, customers
- The position does not have direct responsibility for any operating targets or budgets.
- The position is not required to supervise others.

## **EDUCATION & EXPERIENCE**

- Degree, Diploma holder or similar.
- The position would suit a candidate with 1-2 years working experience
- Computer literate with MS Word, MS Excel, Outlook and Internet research abilities.