

INFORMATION MANAGEMENT COORDINATOR



Location: Kuala Lumpur, Malaysia

Nationality: Local

Type: Permanent

Post: 1

Qualifications & Skills:

- Degree or Diploma in Business or Engineering discipline.
- Minimum of 10 years' experience in Information Management / Document Control / Records Management practices, preferably within Energy Resourcing industry, with at least 5 years in Senior role.
- Project Management Professional or ITIL is desirable.
- Understanding the roles and responsibilities of Information Management within a technical environment and corporate setting.
- Previous physical records management working experience for oil and gas industry is a plus, either in-house or outsource environment.
- Previous audit experience and certification of ISO 9001, 14001 and OHSAS 18001 are highly valuable.
- Strong analytical capability to visualise and capture root cause.
- Ability to contribute to the team but equally work on own initiative.
- Able to identify problems and drives resolution in a timely fashion.
- Able to proactively identify areas for improvement and change.
- Skilled in computer use, particularly Word, Excel, PowerPoint, Access, Project etc.
- Able to travel to offshore facilities.
- Able to travel oversea for assignment, if required.

Experience:

- Broad working knowledge and skills of energy resourcing specific IM systems (i.e. Enterprise Content Management System, Document Control Management system, Engineering Data Warehouse, Collaboration system, Installation/Commissioning System, Physical Records Management system etc.) and business processes.
- A good understanding of IM standards (i.e. ISO15489, ISO15926, ISO55001, ISO30300, MoReq, DoD5015.02, Noark 5 etc.) and the Regulatory and Countries Specific Statutory related laws compliance (i.e. PTS) issues associated with IM.
- Hands-on experience working on Business Process Management (BPM).
- Experience in full cycle of Document Control and Information & Records Management - artefacts archiving and retention, filing structures/plan, e-discovery and disposition.
- Ability to communicate new processes and procedures requirements to others.
- Ability to adapt to tight deadlines, heavy workloads, and frequent changes in priorities.
- Good presentation, communication and influencing skills.