

Document Controller, Telecom

Are you an experienced Document Controller, Telecom ready to leave your mark on the global energy industry?

Join our Technology Solutions team in Singapore! As a leading Telecom System Integrator (TSI) with 40 years of experience in EPCI communication and IT solutions for Oil & Gas, we offer you the chance to join a dedicated Project Engineering department where your work truly makes a difference.

Do you thrive in a fast-paced environment and enjoy supporting multiple projects? Are you detail-oriented and possess excellent administrative skills? If so, we want to hear from you!

About the Role:

We are seeking a highly organized and motivated Document Controller, Telecom to join our dynamic team. In this role, you will play a vital role in supporting our Commissioning Manager ensuring the smooth execution of projects and commissioning activities from start to finish.

Key Responsibilities

- Manage and maintain project documentation and records.
- Establish and maintain document filing structures for each project upon project award.
- Coordinate closely with HQ teams on documentation processes and program updates.
- Liaise with Project Managers, Engineers, clients, and other stakeholders to ensure document requirements are met.
- Verify document identification details, including document numbers, revision numbers, and page numbering.
- Identify and rectify document control discrepancies and errors.
- Perform quality checks on incoming and outgoing documents to ensure compliance with project and client requirements.
- Upload and download project documents as required.
- Monitor document submission schedules and coordinate submissions with Project Managers.
- Handle document submissions to clients and maintain submission records.
- Generate and distribute document control status reports to project teams.

Qualifications & Experience

- Minimum GCE 'A' Level qualification.
- At least 3 years of document control experience.
- Experience working with document management systems or databases is advantageous.
- Proficient in Microsoft Office applications.
- Knowledge of AutoCAD is preferred but not mandatory.
- Excellent organizational, coordination, and communication skills.
- Strong sense of urgency and ability to work effectively in a fast-paced environment.

Welcome to Semco Maritime

At Semco Maritime, we are energy pioneers - working together to create a sustainable energy future through our innovative solutions and services. With us, you will be part of a community of over 2,000 dedicated people who are driving change and making a real difference in meeting the world's growing energy demand.

You will experience an international, inclusive and inspiring workplace where diversity, collaboration and a healthy work-life balance are not just buzzwords but integrated values that drive our success.

This is a permanent, full-time position based at our Jurong East office in Singapore.

Become an energy pioneer

We conduct our interviews on an ongoing basis, so if you are interested, please submit your application as soon as possible via the link on the page.

If you have any questions, you are more than welcome to contact Hazel Ting at hting@semcomariitme.com

Let's drive change together. Apply today to leave your mark on the global energy industry.

We cannot wait to hear from you!