

Document Controller, Telecom

Deadline:
31-10-2026

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 Senior Manager, Project Execution 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.

Contact data:
Hazel Ting

Location:
SG - Singapore