



THAI NIPPON STEEL ENGINEERING & CONSTRUCTION CORPORATION LTD.

Document Controller

Department: Engineering

Responsibilities:

- Perform the engineering document control process according to related procedure and/or project requirements
- Check the completeness of engineering documents before issuance.
- Monitor and update the Master Engineering Deliverables (MEDR) and Vendor Document Tracking Register (VDR)
- Assist to establish, update, and maintain project document database, including OPA system for future reference.
- Assist to provide the document status and weekly progress reports to concerned parties.
- Coordinate with concerned parties on document handling until Project completion, and final dossier handed over to customers.
- Contribute to facilitate problem resolution and continual improvement or engineering document control process.

Qualifications:

- Bachelor's Degree in Business Administration or related.
- Thai nationality, Male/Female
- Minimum 2 years of experiences in related job function.
- Knowledge of Document and Data Management, Office Administration
- Good command of written and spoken in English.

Contact US:



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