



Document Controller

Location : Selangor - Seri Kembangan

Responsibilities

- Set up document management and archiving system for current and past project document using relevant software.
- Controlling the flow of each documents, drawings, correspondence, etc either from internal or external parties.
- Able to work independently, a team player and posses good interpersonal skill.

Requirements

- Min. SPM qualification or equivalent.
- Min. 3 years experience in document control in a project/engineering environment.
- Good command of written and verbal in English.

By Fax : (603) 8944 1363

By E-mail : gmhradm@knm-group.com

By Mail : No. 15, Jalan Dagang SB 4/1, Taman Sungai Besi Indah, 43300 Seri Kembangan,
Selangor Darul Ehsan, Malaysia

NOTE : Please attention all written application to, The General Manager, Human Resource and Administration