



MAGNI SUTERA RESOURCES SDN BHD

Building & Civil Engineering,
Upstream & Downstream Consultancy,
HSE & Technical Services

VACANCIES

Job Title: **Senior Document Controller**

Requirements:

- At least eight (8) years in a similar role in Document Control & Record Management, preferably in Oil & Gas Industry.
- Contractor personnel should be above twenty (20) years old but not more than sixty and fit to work.
- Possess good knowledge in document control and management process and ISO standards.
- Meticulous and able to follow through the tasks.
- Able to work independently handling technical documents with minimum supervision.
- Knowledge in using any document management system is an advantage.
- Basic knowledge in Adobe Acrobat is an added advantage.
- Preferably with computer literacy especially in Microsoft Office.

Interested candidates are invited to write in with full personal information, copies of relevant certificates, employment history, current and expected salaries and contact details. Only shortlisted candidates will be notified for interview.

Human Resource Department

Lot 1646, 1st Floor, Block 9, MCLD, Jalan
Raja, 98000 Miri, Sarawak.

Tel: +6085-419966 Fax: +6085- 413 545

Email: career@magnisutera.com.my

Find out more about us at www.magnisutera.com.my