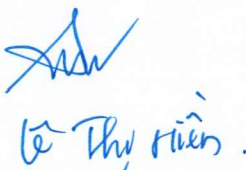



Job Description	Document controller/Admin																																																								
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POSITION : Document controller/Admin Reporting to : CE Section Manager SECTION/DIVISION : Central Engineering Section/ Asset integrity Division																																																									
A. Requirements																																																									
Educational Level	:	Diploma or College graduated.																																																							
Specialty/Qualification	:	Specialty in Business Administration, English or equivalent																																																							
Work Experience	:	3 years working in Admin/DC																																																							
Skills	:	<ul style="list-style-type: none"> Good at the MS Office skill, able to use the office equipment. Ability to interact within a Team. Problem solving skill with logic thinking. English skill level of TOIEC 600 or equivalent. Well presentation and meeting organization. High teamwork spirit 																																																							
Competency	:	Definition is described in "Competency reference of NSRP Performance Appraisal"																																																							
		<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>#</th> <th>Competency</th> <th>Detail</th> <th>In Common</th> <th>In Particular</th> </tr> </thead> <tbody> <tr> <td>1</td> <td rowspan="3">Knowledge and skills</td> <td>Job Knowledge</td> <td>✓</td> <td></td> </tr> <tr> <td>2</td> <td>Planning</td> <td>✓</td> <td></td> </tr> <tr> <td>3</td> <td>Communication</td> <td>✓</td> <td></td> </tr> <tr> <td>4</td> <td>Safety</td> <td>Safety</td> <td>✓</td> <td></td> </tr> <tr> <td>5</td> <td rowspan="4">Work Attitudes</td> <td>Results oriented</td> <td>✓</td> <td></td> </tr> <tr> <td>6</td> <td>Teamwork</td> <td>✓</td> <td></td> </tr> <tr> <td>7</td> <td>Adaptability</td> <td>✓</td> <td></td> </tr> <tr> <td>8</td> <td>Creativity & innovation</td> <td>✓</td> <td></td> </tr> <tr> <td>9</td> <td rowspan="2">Management skills</td> <td>Decision making</td> <td>NA</td> <td></td> </tr> <tr> <td>10</td> <td>Mentoring and coaching</td> <td>NA</td> <td></td> </tr> <tr> <td>11</td> <td>Leadership</td> <td>Leadership</td> <td>NA</td> <td></td> </tr> </tbody> </table>		#	Competency	Detail	In Common	In Particular	1	Knowledge and skills	Job Knowledge	✓		2	Planning	✓		3	Communication	✓		4	Safety	Safety	✓		5	Work Attitudes	Results oriented	✓		6	Teamwork	✓		7	Adaptability	✓		8	Creativity & innovation	✓		9	Management skills	Decision making	NA		10	Mentoring and coaching	NA		11	Leadership	Leadership	NA	
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B. Purpose																																																									
Document controller/Admin manages and performs all general administrative/DC functions, make sure all the tasks are completed accurately with high quality and in a timely manner.																																																									
C. Responsibility																																																									
Main responsibilities of the Document controller/Admin are inclusive of but not limited to:																																																									
➤ Daily Functional Works:																																																									
<ul style="list-style-type: none"> Following actions and requirement by Managers Being a focal point in supporting section members in all administrative tasks. Organizing and scheduling meetings and appointments as request, monthly update organization chart. Sorting and distributing correspondence memos, incoming mail and outgoing mail to all members. Follow up with relevant people for deadline of document review and approval. Controlling all documents coming in and going out. <ul style="list-style-type: none"> - Recording OT plan, home-leave plan, on call duty plan and coordinate with related depts. - Keep file documents in physical and digital records in good manners - Controlling, numbering procedures issued by Asset Integrity in the database 																																																									

Job Description	Document controller/Admin		
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<ul style="list-style-type: none"> - Managing equipment stuff such as bicycles, radio, IS phones, tools, fixed assets. - Assisting and managing the paper of receiving and issuing spare part from warehouse - Supporting new-comer all procedures as follows company policy such as: training course, ID Card, PPEs, meal order and stationeries. • Arranging team building party for teamwork relationship and maintaining work efficiency. • Other admin work for people in the section • Other tasks required by Section Managers/ Leaders. <p>➤ Reporting:</p> <ul style="list-style-type: none"> • Consolidate, update Master document status and deliverable reports for status daily, weekly, monthly, <p>➤ Policy and procedure:</p> <ul style="list-style-type: none"> • Number for new issuing of procedure. • Control the tracking list for Procedure and report. • Remind all Section Disciplines to meet with due date. 			
D. Accountability			
<p>To achieve the followings through the above responsibility</p> <ul style="list-style-type: none"> • Ensure all works to be completed within schedule. • All data & information to be updated correctly. • All kind of missing or error must be informed immediately. 			
E. Latitude for Actions or Decisions			
<ul style="list-style-type: none"> • Not specific required. 			
F. Supervisory Responsibility			
Direct Supervises :			
Total Staff Supervised :			
G. Agreement			
<p>Prepare by:</p> <p></p> <p>Lê Thị Hiền.</p>		<p>Approved by:</p> <p></p>	