

Job Description	Document controller/Admin		
------------------------	---------------------------	--	--

Doc No: OS-AI-CE-2024-05	Date: 23-Sep-2024	Rev No.:	Page 1 of 2
--------------------------	-------------------	----------	-------------

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 :

- 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

#	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	

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:**

- 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.
 - 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		
------------------------	----------------------------------	--	--

Doc No: OS-AI-CE-2024-05	Date: 23-Sep-2024	Rev No.:	Page 2 of 2
---------------------------------	--------------------------	-----------------	--------------------

- 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.

➤ **Reporting:**

- Consolidate, update Master document status and deliverable reports for status daily, weekly, monthly,

➤ **Policy and procedure:**

- 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

To achieve the followings through the above responsibility

- 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

- Not specific required.

F. Supervisory Responsibility

Direct Supervises : _____

Total Staff Supervised : _____

G. Agreement

Prepare by:


Cé Thy Hien .

Approved by:

