

PHỤ LỤC: BẢN MÔ TẢ CÔNG VIỆC

APPENDIX: Job Descriptions

1. ROLE DETAILS:		
Position title:	Document Controller	
Reports to:	Operations Superintendent	
Department:	Production Operations Team	
Function:	Document Control	
Prepared / Revised on:	January 2026	
2. ROLE PURPOSE:		
To support administering the document management system and managing document control process for all construction documents, to ensure compliance with relevant laws, policies & governance		
3. ROLE DIMENSIONS:		
Dimensions:	Role Dimensions:	
	No. of Staff Supervised:	
4. KEY ACCOUNTABILITIES:		
Description		Key Performance Indicators
1. Overall governance Support periodic revision of document controlling policies, standards, guidelines, work processes and procedures to ensure efficient operation and alignment with company’s policies & compliance with relevant governance		Planning Metrics - Maintain up-to-date all policies, standards, guidelines, work processes and procedures.
2. Document control and management - Support liaising with internal and external key stakeholders to understand the requirements regarding the document control progress and quality - Support developing and implementing document control guidelines to guarantee document conformity to requirements - Support developing and implementing the document management system for document monitoring, recording, archiving, updating, and retrieval - Support the document receiving procedures, including registration, scanning, copy making, and distribution - Execute the document storing process to ensure compliance with company policies and ease for retrieval - Update, revise, and modify documents if necessary - Support monitoring the performance of the system, proposing solutions, and implementing changes to the system for risk mitigation		- Documents updated filing system (ProArc, OMS) in place. - All documents are timely distributed. - All policies, standards, guidelines, work processes and procedures are reviewed, updated by its due date where applicable. - Ensure document control is in compliance with Vietnam Safety, Health and Environment Management System (VSHEMS).

3. Other accountabilities ▪ Recommend changes to document control policies and procedures to optimize the workflows, to keep up with best available practices, and to ensure compliance with company and legal policies and standards ▪ Provide document control expertise to the management and other functions/departments if necessary	
5. COMMUNICATIONS & WORKING RELATIONSHIPS:	
Desireable Academic Qualifications ✓ Vocational degree in business and office management Preferred Experiences ✓ 03 years of experiences in document control and database management Required Knowledge ✓ Document control, implementation and administration of project document control procedures, processes, databases, and workflow systems Key Required Skills ✓ Accuracy and attention to detail ✓ Ensuring accountability ✓ Customer focused ✓ Ability to prioritise	