



THAI NIPPON STEEL ENGINEERING & CONSTRUCTION CORPORATION LTD.



WE ARE HIRING!!!

POSITION : Document Controller (3 position)

(Contract 12 Months)

Responsibilities :

- Prepare and update project document register.
- Receive and distribute project documents.
- Prepare final project documentation.
- Work and encourage subordinates to perform task in accordance with TNS QHSE policies and requirements including statutory and regulations which applied in TNS.
- Perform other tasks as assigned by Immediate Supervisor.

Qualifications:

- Vocational certificate in any fields.
- Fair communication skills in the English language, listening, speaking and writing.
- Good Skills in MS Office (Word, Excel, PowerPoint). Electronic Document Management System is an advantage.
- Knowledge of international technology.

Location: Bangpakong Office, Chachoengsao.

Contract Us

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