



Document Center Controller

Job Summary

The document center controller is the key role to keep all operations and technical team in the same page with the standard, clear document center structure and approval/upload system, and also help Migo achieve global expansion fast with the clear training program. This person is familiar with electrical industry, having the rich experience of SOP/SIP, product/component spec sheet, Part Number and related production/operation documents control.

Responsibilities

- Cooperate with all the operation team and product team as a standard document owner, to establish document center with clear authority level, document category.
- Cowork with IT as DCC system owner, to develop document center system more complete to support operation/new product design support.
- Responsible for bilingual document project, sourcing and cooperate with translation agency, to help Indonesia operation more efficient.
- Design the playbook/guide/protocol as the training materials, especially for global expansions.

Requirements

- At least 3 years' experience as DCC in electric industry.
- Professional knowledge of document control procedure and system.
- Strong knowledge in electrical and electronic component system
- Detailed and data oriented.
- Ability to communicate with stakeholders of different backgrounds.
- Project management skill for document system introduction and training program.
- Advanced proficiency in written/oral English.