

**SAMSUNG ENGINEERING AMERICA INC.  
JOB DESCRIPTION**

**JOB TITLE:** Document Controller

**DEPARTMENT:** Environmental Division / Industrial Division

**REPORTS TO:** Field Control Manager and Construction Manager

**LOCATION:** Taylor, TX

**ESSENTIAL DUTIES AND RESPONSIBILITIES** Under policy direction from the Field Control Manager/Construction Manager and the Project Team, the Document Controller position is mainly in charge of Management of Document including Distribution/Collecting and Registration.

- Print and Distribute documents as needed
- Scan and upload documents according to company procedure
- Collect and register all technical documents such as Drawings, RFI's, Submittals, Change Order's, Field Reports, QA/QC documents, Vendor and Contractor Supplied items, or any other pertinent or sensitive documents in the company's programs and system.
- Review and update documents for maintenance and quality control
- Keep other personnel updated on new document versions and how to obtain access
- Create templates for use by other personnel
- Handle records across various departments
- Maintain confidentiality regarding sensitive documents
- Establish and Maintain record retention timeline

**Qualification/Requirement**

- Minimum of one year' experience in document control
- Fluent in speaking and writing both Korean and English

**Desirable**

- Engineering degree preferred but not mandatory