



Document Controller – ISHIMA New Building Team

Company Overview

We are **ISHIMA (International Ship Management)**, a Singapore-based ship management company endorsed by the d'Amico Group. We provide cost-effective and reliable ship management solutions tailored to the needs of modern ship owners. With a strong focus on safety, environmental protection, and operational excellence, we deliver sustainable maritime services worldwide.

Website: www.ishimaship.com

Responsibilities

The Document Controller will support site offices in Korea, China, Japan, and the Philippines, and management teams in areas including SharePoint administration, communication systems, IT asset coordination, file system updates, and operational support. The role ensures proper document archiving and keeps key documents up to date according to company procedures.

Key Responsibilities:

- Maintain and organize project documents according to company standards.
 - Enhance and manage internal systems for efficiency.
 - Administer SharePoint, coordinate communication tools, and manage hardware/software resources.
 - Provide operational support to site teams across multiple locations.
 - Assist in coordinating IT support for smooth operations.
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Required Qualifications

- Strong sense of responsibility and proactive communication skills.
 - Basic IT literacy and understanding of system administration.
 - Fluent English for communication with international teams.
 - Proficiency in Excel, including macros, as well as other software programs.
 - Willingness to travel to Ishima site offices in other countries (China, Japan, Philippines, etc.).
 - Naval Architecture Major, graduates or soon-to-be graduates
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Working Conditions

- **Employment Type:** Consultant employed by ISHIMA Singapore
 - **Work Location:** Ishima HHI Site Office, Ulsan, Korea
 - **Probation Period:** 6 months, with potential for long-term employment
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How to Apply

Please send your CV and a brief introduction to our email. Shortlisted candidates will be contacted for an interview. Email: park.m@ishimaship.com

[This is a great opportunity to work with a diverse, international team, and we look forward to applications from talented and promising individuals. Additionally, this position offers many opportunities for career growth and advancement into other roles in the future.](#)