

# CAREER OPPORTUNITY

## JR. DOCUMENT CONTROLLER



RAM is a technical consultancy providing Project Management, Construction Management, Engineering and Advisory services across Canada. RAM is searching for a motivated and energetic Jr. Document Controller for our Vancouver Airport Fuel Delivery Project. The successful candidate will be an individual that enjoys a challenging, professional and dynamic work place and contributing to the success of a hard-working team.

### ➔ More About This Project and Role

The Vancouver Fuels Facilities Corporation is building a new fuel delivery system for the Vancouver International Airport. The system includes a new Marine Terminal, Fuel Receiving Facility and a 13km underground pipeline. This project requires an enthusiastic Jr. Document Controller to work with our team to ensure the venture is completed to schedule and budget. This role will be dynamic and multi-faceted, making this a great opportunity for someone ready to take the next step in their career.

Responsibilities include the following:

- Support project teams throughout the project lifecycle from project initiation to close-out.

Our Core Values are:

1. Safety
2. Innovation
3. Integrity
4. Sustainability
5. Fun

- Maintain Project folders and document control procedures and support Senior Document Controller in notifying appropriate team members of document transmittals Assist with manage transmittal and RFI logs.
- Conduct quality control on documents and ensure compliance with client transmittal requirements.
- Assist with project closeout and turnover documentation.
- Assist Senior Document Controller as required.

### ➔ Ideal Candidate Requirements

- 1+ Years' Experience working as a Jr. Document Controller for an Engineering or Construction Company.
- Proficient with Microsoft Office programs.
- Strong written and verbal communication skills.
- Ability to prioritize, multi-task and meet deadlines.
- Pleasant, calm demeanor and customer-service oriented.
- Strong work ethic, ability to use tact and good professional judgement
- 65+ WPM.

### ➔ Why You Should Join RAM

- Tuition Reimbursement and Career Planning
- 100% Health Coverage including MSP and Extended Health Benefits
- RAM Intramural teams
- Office Social Hours
- Business Casual Environment
- Quarterly Office Events
- Office Potlucks
- Community Involvement Days
- Quarterly Goal Setting
- Annual Performance and Salary Reviews

RAM is Canada's fastest growing professional services firm and is ranked **No. 82** on the 31st annual Growth 500 as per *Canadian Business and Maclean's* definitive ranking of Canada's Fastest-Growing Companies.



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