

CAREER OPPORTUNITY

INTERMEDIATE 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 experienced Intermediate Document Controller to join its team in Vancouver, BC. The successful candidate will be an individual that enjoys a challenging, professional and dynamic workplace and contributing to the success of a hardworking team.

More About This Role

General Tasks include but are not limited to:

- Responsible for development, maintenance and compliance of document control processes.
- Create and maintain an electronic filing structure and Document Numbering System which allows easy retrieval of previous and latest revisions of documents.
- Manage Security Access for Document Control Software and Project folders.
- Provide training on how to use document control software to internal and external users.
- Assists in new systems development, proposals, document control system implementation, procedures development, and any related document control activity as required for the company's business needs.

Our Core Values are:

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

- Works jointly with internal and external parties to resolve document control related issues.
- Conducts investigations and root cause analysis, and makes recommendations for corrective action to prevent reoccurrence of issues.
- Champions continuous improvement.
- Participate in team meetings to develop and ensure team is meeting department objectives.

Project specific tasks include but are not limited to:

- Responsible for the timely distribution of drawings, technical documentation, and all related requests.
- Responsible to establish and maintain project files in hard copy and electronic libraries to assist project teams an easy access to the latest revision of drawings.
- Responsible for project documentation (e.g., transmittals) during design, construction, commissioning, and closeout phases of projects.
- Develop and maintain project specific distribution matrices for internal and external documents.
- Manage Document Control logs for Technical and Administrative documents, transmittals, RFIs.
- Prepare document status reports for inclusion in the monthly progress reports.
- Upon completion of a project, archive all relevant project documents and provide assistance with Final Project Handover

➔ Ideal Candidate Requirements

- Minimum 5 years of experience in the organization, maintenance and archival of electronic and hard-copy documents in a multi-disciplinary engineering or construction environment.
- Advanced to Expert level proficiency with Microsoft SharePoint, Microsoft Office programs and Adobe. Experience with other document control systems considered an asset.
- Previous experience with document control system implementation and training is an asset.
- Enjoys working collaboratively as part of a team, as well as individual quiet 'focus work'.
- Enjoys work involving high attention to detail and accuracy.
- Enjoys working in a diverse environment and in a multi-disciplinary setting
- Strong written and verbal communication skills.
- Ability to work in an environment with tight timelines and competing priorities.
- Has a calm demeanor and customer-service oriented.

➔ Why You Should Join RAM

- Tuition Reimbursement and Career Planning
- 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

For three consecutive years, RAM has made *Canadian Business and Maclean's* Growth 500 ranking of Canada's Fastest-Growing Companies. Ranking Canada's Fastest-Growing Companies by five-year revenue growth, the Growth 500 profiles the country's most successful growing businesses.

Interested?

We encourage applications from all qualified individuals. If this opportunity sounds like the next step in your professional career, please send your resume in confidence to careers@ramconsulting.com. RAM is committed to employment equity and hires based on merit.

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.

