

# Document Controller (Site)

Wood currently has an exciting opportunity for a **Site Document Controller** to join our Mining & Minerals construction project located near Gogama, ON. Reporting directly to the Project Controls Manager and Cost Lead, will be responsible for performing document control activities such as the registration and issue of project documentation, processing in accordance with agreed procedures.

## Key Responsibilities

- Issue all project drawings and documentation are received, checked, accurately recorded and distributed in an efficient and expeditious manner according to agreed Project and Corporate Procedures. This will include hard copy and electronic versions of documentation
- Provide system generated reports on time as required, and that regular exception reports on late documentation are made available for management review.
- Frequently check that all record files required by the Project are being maintained in good order to comply with QA requirements and to provide full co-operation during execution of internal and external audits
- Undertake other administrative and document control tasks as requested by the Lead Document Controller or Project Control Manager

## Skills / Qualifications

- High School Diploma or equivalent required
- Adept with Microsoft Office, Sharepoint, Excel, Word.
- Understands document processing principles and practices
- Experience with an Electronic Document Management System is preferred.
- 2 - 5 years of document control experience is required for this

position

- Engineering office and/or construction office experience is preferred.
- Authorization to lawfully work in Canada without sponsorship from Wood is required

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If you require assistance, please contact [Debbie.cupido@woodplc.com](mailto:Debbie.cupido@woodplc.com)