

Document Controller

Wood currently has an exciting opportunity for a **Intermediate Site Document Controller** to join our Mining & Minerals construction project located near Gogama, ON. Reporting directly to the Project Information Manager, 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
- Support site team as required with tasks such as compiling packages in electronic and hard copy formats, managing redlines, and maintaining stick files
- Undertake other administrative and document control tasks as requested by the Lead Document Controller or Project Control Manager to support site with completion tasks

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 required.
- 5 years of document control experience is required for this position
- Engineering office and/or construction office experience including completion and turnover is preferred.
- Authorization to lawfully work in Canada without sponsorship from Wood is required

To Apply, click on link: [Document Controller \(Site\) - 2022-115623](#)

Or visit our careers page at [Wood - Careers at Wood - Job Listings at Wood \(icims.com\)](#) and search for 2022-115623

If you require assistance, please contact Debbie.cupido@woodplc.com