



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

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Job Board Posting



Careers.Indigenous.Link

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Document Control Administrator

Job ID	3432-2500	
Web Address	https://careers.indigenous.link/viewjob?jobname=3432-2500	
Company	CEDA	
Location	Fort McMurray, Alberta	
Date Posted	From: 2019-08-22	To: 2050-01-01
Job	Type: Full-time	Category: Engineering

Description

Key Duties and Responsibilities

- Support the development, administration and continuous improvement of:
 - Mechanical Quality Management Systems and Processes
 - Mechanical Project Management Systems and Processes
 - Mechanical Document and Record Management Systems and Processes
- Coordinate Regional training and auditing for the above systems and processes
- Develop training and auditing skills in order to contribute to these activities
- Administrative assignments including planning, document development and travel coordination
- Promote a culture of process driven management throughout CEDA
- Manage the project document life cycle
- Support facilities and mechanical fleet and log the documents associated
- Understanding of the Client Document Control Process
- Manage the regional document numbering system in accordance with CEDA PMO
- Log and update all Client received project POs along with conforming to CEDA contracts
- Manage and update CEDA SharePoint in accordance with project and Regional needs
- Ensure project turnover documents are populated and complete prior to submission to client
- Manage and maintain regulatory documents, i.e ABSA, CWB, etc.
- Manage PO increase as well as closeouts for all CEDA Mechanical divisions
- Receive, file, copy both internally and externally and distribute both paper and electronic versions of all drawings and documents.
- Review, catalogue and distribute all engineering drawings as required.
- Ensure accurate drawing packages are prepared for production.
- Watermark all engineered drawings with date received and project number.
- Scan and database the approved shop drawings and maintain hard copies.
- Maintain electronic filing of drawings in the Project Folders.
- Provide technical and administration support to other departments as required.
- Perform document control and quality management activities.
- Taking minutes for all Quality meetings and complete general office duties such as ordering supplies, faxing, photocopying and filing.
- Provide support to the Quality group in regards to audits, inspection reports, and other daily activities and assist Regional Quality Manager with day to day activities
- Monitors the day to day quality transactions both internal and external from a financial perspective, i.e invoicing, requisitioning, etc

Role Specifications

- Incumbent should have 1-2 years previous experience within document control.
- Prior knowledge of engineering data and information management combined with strong IT skills would be highly desirable.

- Knowledge of Quality Management and Project management systems and processes.
- Previous experience with Quality System documentation, including ISO guidelines, combined with strong documentation practices is an asset.
- Advanced computer skills (MS Office, Sharepoint)
- Refined written and verbal communication skills.
- Experience with Field Change Management systems and Document Revision control a strong asset.
- Working knowledge of industrial electrical drawings and specifications would be preferred.
- Strong computer skills and knowledge of required software. MS Office and Acrobat.
- The incumbent must be able to work with minimum supervision.
- Demonstrate strong interpersonal skills and work in a positive and collaborative manner.
- Demonstrate strong analytical problem solving and organizational skills.
- Good organizational and multi-tasking skills to manage & prioritize multiple projects.
- Strong orientation towards attention to detail is a must.
- Must have solid organizational and process improvement skills.

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For more information, visit [CEDA for Document Control Administrator](#)