



Valard invites interested members of the 24 participating communities on the Wataynikaneyap Power Transmission Project to apply for the following:

Project Document Controller

JOB SUMMARY OR PURPOSE STATEMENT:

Reporting to the Manager, Document Controls the Project Document Controller is responsible for maintaining Valard's M-Files Document Management System ensuring project documents and records produced by Valard team members are correctly stored in M-Files, that document/record profiles are complete and consistent, and generally ensuring the overall quality control of document classification, organization, and presentation within M-Files.

KEY DUTIES AND RESPONSIBILITIES:

1. Maintaining Valard's M-Files and SharePoint Document Management Systems

- Ensuring that all project documentation submitted to Valard's EDMS by Valard team members is correctly coded and filed in M-Files in a timely manner
- Ensuring quality of information contained in M-Files
 - documents are correctly and completed coded with the appropriate meta data,
 - documents presented in M-Files are the most current version
 - prevention of document duplication
- Set up and maintenance of system views and displays per functional group requirements
- Identify and report deficiencies and/or problems with the M-Files document management system

2. Document Controls Support

- Assisting Valard team members with locating documents, answering document control related questions, and resolving service issues in a timely and professional manner
- Provide front-line M-Files user support and training
- Identifying and communicating to the Document Control Manager issues that impact the delivery of successful Document Controls program
- Supporting the Document Control Manager in the execution of the project document control /information management plan



EDUCATION AND EXPERIENCE:

- College or University Diploma /Degree preferably in Administration, Information Managements, or Records Management.
- Experience in a Document Controls position maintaining a digital document management system
- Specific experience with Engineering and Construction document management is an asset
- Specific experience with Sharepoint is an asset.
- Highly proficient with the Microsoft suite of Office applications and Adobe PDF.

KSA'S (KNOWLEDGE, SKILLS, AND ABILITIES, and PERSONAL ATTRIBUTES):

- Attention to detail, ability to focus and concentrate for long durations is critical
- Excellent communication skills; written and spoken English
- Excellent interpersonal and team participation skills.
- Solutions oriented, independent problem solver
- Ability to work with, and be committed to, the goals and objective of the team and organization as a whole
- Demonstrate sound work ethic, ability to multitask, and meet tight deadlines without losings site of priorities
- Transportation will be provided from your home community to the camp accommodations and then at the end of your shift transportation will be provided back to your community by Valard

Positions available: 1

Closing Date: November 30, 2021

Please forward resumes to watay-resumes@valard.com and projectjobs@oslp.ca

For any questions, please feel free to give us a call: 780-980-5456