



COMPANY SUMMARY:

Founded in 2008, REV's sole focus is electrical power, its generation, distribution, control, protection and safe utilization. REV is acknowledged throughout our industry as a leader in safety.

COMPANY NAME: REV Engineering Ltd.

POSITION TITLE: Document Control Coordinator

DEPARTMENT: Manufacturing

REPORTS TO: Senior Project Manager

POSITION SUMMARY:

The Document Control Coordinator is responsible for performing the management of all company and project documentation in an efficient manner while maintaining effective communication with Project Managers, Design, Clients, EPC's and other REV stakeholders.

POSITION DUTIES / RESPONSIBILITIES:

- Receive, distribute, track, maintain and store documentation using an Electronic Document and Data Management System (EDDMS) and various other tools
- Compile documentation to support project or business activities
- Review and edit documents to ensure they are accurate and up to date
- Process and control documents and project deliverables according to REV's guidelines
- Create & update Master Schedule for manufacturing jobs
- Complete other ad hoc document control tasks as required
- Create wire and terminal block tags and enter files into document control system
- Other duties and tasks as assigned by your manager to ensure REV's goals and objectives are met
- Performs all duties so as to meet the responsibilities listed in REV's Safety and Human Resources Policy Manual
- Performs duties according to REV's quality system procedures and work instructions

POSITION QUALIFICATIONS:

- Minimum 3 years' experience in a similar document control position

- Experience in computerized document control using an Electronic Document and Data Management System (EDDMS)
- Proficiency with computers and Microsoft Office (Excel, Word, Outlook, Project)
- Professional experience using a PDF editor program (Adobe Pro)
- Experience with NAV ERP system and M-Files is considered an asset
- Experience in the electrical manufacturing field and familiarity with engineered documentation is considered an asset
- Excellent verbal and written communication skills
- Strong team player with the ability to build relationships with internal and external stakeholders
- Excellent organizational skills with attention to detail to ensure accuracy and completeness of documentation
- Demonstrated ability to work independently and learn quickly in a fast paced, deadline driven environment

LOCATION: Calgary, AB

START DATE: As soon as possible

WAGE / SALARY: Negotiable

DURATION: Full-Time

ITEMS TO INCLUDE IN APPLICATION: Resume / Cover Letter

APPLICATION CLOSING DATE: Position will remain open until suitable candidate is found.

If you feel that you are uniquely qualified for this position, please submit your cover letter and resume for review to <https://www.fitzii.com/apply/63469>.

We thank all applicants for their interest in this position; however, only those who most closely match REV's requirements will be contacted.

All information submitted to REV will be reviewed and remains in strict confidence.

For more information on REV please visit our company website: www.reveng.ca

This job description is intended as a summary of the primary responsibilities and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.