



Document Control Specialist

Upside Engineering Ltd. currently has an opportunity for a Document Control Specialist to join our document control department in Calgary. Upside has challenging, ongoing career opportunities for experienced candidates.

Primary Role:

This individual is responsible for ensuring that all documents and drawing are organized and archived appropriately. He or she will tend to internal and external drawing requests and inquiries in a timely manner and provide administrative support to the department.

Skills and Experience:

- Minimum 5 years document control experience, preferably in an engineering environment;
- Certificate or Diploma in Business Administration;
- Experience with Livelink an asset;
- Ability to work independently with little supervision;
- Ability to adapt quickly and complete tasks in a fast-paced work environment;
- Provide exceptional customer service to our clients, both internal and external;
- Proficient in MS Office;
- Proven ability to multi-task and determine priorities;
- Strong organizational and time management skills;
- Meticulous attention to detail;
- Exceptional verbal, written and interpersonal communication skills; and
- Excellent Interpersonal skills.

Key responsibilities:

- Ensuring that documents are managed in an organized fashion;
- Attending to internal and external drawing inquiries in a timely manner;
- Answering all incoming calls and emails in an efficient, professional manner;
- Document management, including preparation of reports and other documents, distribution, filing and archiving of documents;
- Maintain positive, professional relationships with all departments;
- Handle internal and external drawing inquiries;
- Issue drawings to external clients when requested;
- Request drawings and drawing numbers as necessary;
- Attend to internal drawing inquiries;
- Receive, log, track, file and monitor vendor documents;
- Prepare equipment data books and assist in turnover of documents at the end of projects; and
- Conduct additional tasks as directed by the document control manager or lead.

If you are a self starter and motivated this is a chance to work with industry leaders in a uniquely enjoyable work environment. Our recruiting mission is to hire the best people for the job, provide an unbeatable work setting and respect and value our team. It's what makes us exceptional.

If you are interested and qualified for this opportunity please send your resume to hr@upsideeng.com with Document Control Specialist in the subject line.