



CAREER OPPORTUNITY

Document Controller

TITLE	DEPARTMENT	REPORTS TO
Document Controller	Engineering	Engineering Manager
COMPANY PROFILE		
<p>Nordic Minesteel Technologies Inc. (NMT), experts in horizontal and vertical solutions for mining, provide reliable, custom solutions and dependable service to our customers improving safety and increasing profit in their operations.</p>		
JOB DESCRIPTION		
<ul style="list-style-type: none"> • Generate and maintain up-to-date project documentation in hard copy and electronic job file. • Produce transmittals for shop issue packages as required to meet production demands. • Access shared sites and customer sites to retrieve and upload documents as necessary to support a project. • Assist in the creation and compilation of product and quality manuals as required. • Follow established ISO procedures for documentation & record keeping. • Attend meetings, record and distribute meeting minutes. • As directed, assist the Sales Department with proposals, job folders, sales meetings and the general control of sales documents. • Preparation of periodic reports as requested. • Attendance at various workshops, courses etc. as directed and required to fulfill job responsibilities. • Other tasks, projects and responsibilities as may be assigned by the Engineering Manager. • Comply with company Health & Safety Policy. • Familiarize and adhere to all company policies. • Cover for employee absences and assist other team members as required. 		
REQUIRED EXPERIENCE & SKILLS		
<ul style="list-style-type: none"> • 3+ years' experience in an engineering office or similar administrative environment. • College graduate in a relevant field of study. • Excellent written and verbal communication skills in English. • Exceptional organizational skills. • Basic mathematical skills. • Proficient computer skills including ability to use standard office software at an advanced level. • Ability and willingness to learn new software programs as required. • Ability to work independently in a fast-paced, deadline driven environment. • Positive attitude. 		
JOB TYPE	SALARY	LOCATION
Full-time, permanent	Commensurate with experience	North Bay
EDUCATION	LANGUAGE	EMAIL RESUMES TO:
College diploma.	Bilingual is considered an asset.	nmtengcareers@nordicminesteel.com