

COMPUTER SCIENCE CO-OP – DOCUMENT MANAGEMENT SYSTEM (Vancouver, BC)

Contribute to environmental protection

BQE Water is a service provider specializing in mine water treatment and management that support and improve the performance of mining and smelting operations. We provide the mining industry with advanced solutions to develop and manage their projects in an environmentally responsible manner.

Since 2001, we have designed and constructed 19 water treatment plants at project sites around the world. And on average BQE Water treats 20 million m³ of wastewater and recovers 1,800 tonnes of metals of value annually. Visit www.bqewater.com to learn more about what we do.

The opportunity

Based at our office in downtown Vancouver, you will be working with our Projects and Engineering teams to develop a user-friendly document management system for our project work that is scalable and easily accessible both in the office and in the field. You will report to the Vice President, Projects and be responsible for:

- Identifying objectives and requirements for the document management system
- Establishing user profiles and access protocols
- Designing, developing and implementing a document management system using OpenOffice and FileMaker software platforms
 - Set up file structure to ensure documents are kept in a manner to enable audit and retrieval in a timely manner
 - Testing and validating the system with user groups to verify validity and reliability
 - Ensure system back-ups are in place to prevent data loss and work downtime
- Identifying, isolating and resolving system bugs and issues to allow the system to operate with as little interruption as possible until system fixes are implemented
 - Define system fix protocols
- Writing Standard Operating Procedures (SOPs) and other documents pertaining to the system
- Communicating SOPs and train user groups

Qualifications

- Minimum second year UBC Computer Science student or demonstrated aptitude and experience
- Excellent analytical, facilitation and problem solving skills
- Strong communication and writing skills – ability to communicate succinctly and clearly in non-technical jargon
- Leadership and project management proficiency
- Highly organized and detailed oriented

Are you interested?

Please send us your cover letter and resume to hr@bqewater.com with “Computer Science Co-op” in the subject line. We’ll contact you if it looks like this is the right opportunity for you.