

DOCUMENT CONTROLLER

(Vancouver BC)

Work on game-changing technology. Make a difference.

How often does an opportunity come along to work for a company focused on environmental protection and sustainability? We specialize in mine water management and enable mineral extraction projects to not only comply with stringent government regulations but also to operate in a socially responsible manner, putting value on clean water as a shared resource. We develop new technologies, design and operate water treatment plants, and provide ongoing technical support which enables us to continuously improve our designs and technologies.

The opportunity

Our project team is growing and we have a new document control role to support project execution. In this role you will:

- Keep project file folders organized
- Maintain project document registers
- Become familiar with multiple different document control platforms used by our clients such as Aconex, SharePoint, Hexagon and others
- Improve internal document control procedures
- Engineering document quality control (non-technical)
- Send/receive document transmittals
- Expedite and track equipment vendor documents and submittals
- Format and polish technical reports
- Provide document control support to our commissioning team
- Compile turnover packages and plant operating and maintenance manuals
- Other project administration duties as required by our project managers

Qualifications and requirements

- 3+ years of experience in document control for an engineering or construction company
- Expert in Microsoft Office programs, particularly Excel and Word
- Able to juggle and organize multiple concurrent projects
- Strong organization skills and attention to detail
- Proven effective communicator – you are articulate and can get your message across clearly both verbally and in written form
- Can-do attitude – you always find a way to get things done
- Build effective relationships within the company and with clients and suppliers
- Flexible/hybrid work environment – typically 3 days in the office and 2 days remote
- Spanish language ability is an asset
- Bluebeam and AutoCAD experience is an asset

BQE Water

About us

BQE Water is a service provider specializing in mine water treatment and management solutions that support and improve the performance of mining and smelting operations. In commercial production since 2001, we have water treatment professionals including engineers, operators and technicians working on three continents: North and South America, and China. We have a diverse and inclusive team, offer a casual work environment and have a strong focus on teamwork to support our clients' unique water requirements. Visit www.bqewater.com to learn more.

Are you interested?

Send your resume and cover letter to hr@bqewater.com with your name and "Document Controller" in the subject line. We will contact you if it looks like we have an opportunity that is right for you.