



Join Our Team

Neptune Bulk Terminals (Canada) Ltd., a leading bulk material export facility located on the North Vancouver waterfront, is seeking an individual to join our Projects and Engineering team. The Document Control Manager demonstrates excellence in managing the development and writing of both corporate and departmental document management procedures. This position will manage and enforce the collection, filing, and distribution of controlled documents. The Document Control Manager will be responsible for providing leadership, training, and guidance to each member of the Document Control Team and act as a liaison between other members of the teams that interface with the Document Management System. This is a temporary full-time position, reporting to Data Management Steering Committee Chair.

Document Control Manager— Temporary, Full Time (1 Year Term) Location, North Vancouver, BC

Key Responsibilities:

- Developing and writing both corporate and departmental document management procedures
- Managing and enforcing the collection, filing, and distribution of controlled documents, including being watchful of documents moving in and through the organization to validate correct processing and recording
- Working with the Document Management System developers and the IT team to develop tools that support the procedures
- Maintaining a watchful and alert attitude toward document control, developing routine reports and metrics to gauge a department's success, and in general being passionate to establish and maintain control
- Providing document control training and coaching to seek collaboration and cooperation of the departments
- Overseeing data cleansing and migration of documents from old uncontrolled locations to new controlled locations
- Assisting with policy development, including retention of data
- Potentially managing a group of department document controllers
- Providing an interface to IT Support for document control issues, which include process enhancements to existing software, developing recommendations for new hardware and/or software that may benefit the document control environment. In general, identifying trends and recommending best practices.

Skills and Abilities:

- Prior experience managing a team of five or more document controllers
- Proven accuracy, reliability, and completeness in job execution
- Strong understanding of IT, combined with ability to interface with a variety of people with different technical levels and educational backgrounds
- Previous experience managing a document control program/project for a large-scale multi-million-dollar company
- Must be a self-starter, proactive and results-oriented
- Strong planning and organization skills, coupled with the ability to manage multiple, conflicting priorities
- Must have a customer-service attitude
- Strong coaching and mentoring skills, coupled with the ability to promote a team culture.
- The ability to maintain discretion with confidential information
- Ability to effectively manage and defuse conflict
- Willingness and ability to assume additional responsibilities
- Demonstrated success on the job, as evidenced by performance, acceptance of responsibility and growth in previous positions
- Effective oral and written communication skills

Education and experience:

	Minimum	Preferred
Education	A two-year technical diploma augmented with courses and/or seminars in change management and/or project management	Degree in Change Management/or Project Management
Experience	<ol style="list-style-type: none"> 1. Minimum ten (10) years of document control experience, with at least five (5) years supporting engineering and construction industries 2. Experience with large-scale Document Control Software is required, M365 is highly desirable 3. Experience with Microsoft Office Suite of software is required 4. Experience with Adobe Acrobat is required 	

Neptune is a leading employer on the waterfront. We offer competitive compensation and a strong benefits package. Salary Commensurate with experience.

Candidates will undergo a thorough employment assessment including formalized testing, interviews and reference checks. The successful applicant will also be required, as a condition of employment, to undergo an independent Company sponsored medical examination.

As federally regulated employers, Neptune and other port terminals anticipate that we will soon be subject to a vaccine mandate. Please indicate on your application if this would be a concern for you.

Take your career to the next level, working with an amazing team. Send your resume before **January 31st, 2022** to:

c/o Human Resources

Neptune Bulk Terminals (Canada) Ltd.

PO Box 86367

North Vancouver, BC V7L 4K6

Email: jobs@neptuneterminals.com

While all applicants are thanked for their interest, only those chosen for interviews will be contacted.