

Document Control Assistant

St. John's, NL

The Cahill Group is one of the largest multi-disciplinary construction companies in Canada. Cahill is building the future of energy, mining, hydro, and social infrastructure on some of the largest construction and fabrication project sites in the country.

People really are at the heart of everything we do. So, we will always put the health, well-being, and safety of our people above all. We take care of our people, through investment, training, competitive compensation, health plan benefits, and unique programs to support the health and well-being of you and your family. Cahill is currently recruiting for a **Document Control Assistant** to work in a contract role providing support to our project delivery teams across Canada.

What will you do?

- Review, update, and implement company policies and procedures as they pertain to Document Control.
- Communicate effectively with project team members, suppliers/sub-contractors, and clients to ensure successful project execution.
- Review and understand project-specific, client document control guidelines, and implement as outlined.
- Review, process, and control all pertinent project documentation in accordance with company policies and procedures.
- Maintain DMS to ensure the latest documentation is available.
- Receive and issue documentation via transmittal or submittal, as required.
- Train project team members to use DMS and provide program support as needed.
- Support the preparation of project turnover documentation/dossiers.
- Maintain company and project archives.

What will you bring?

- Two to five years' experience working in a project or construction-based company.
- Records and Information Management Certificate will be considered an asset.
- Ability to work to strict timelines/deadlines as may be required by the projects.
- Experience in the compilation of final handover packages to clients.
- Must have experience in Microsoft Office Suite, Adobe/Bluebeam.
- Experience with Document Management System Software will be considered an asset.
- Excellent written and verbal communication skills.

- Ability to work independently as well as part of a team.

The Cahill Group is taking measures to ensure business continuity while prioritizing the health and safety of our people, companies, clients, and communities. We remain open with revised visitor protocols, physical distancing requirements, increased cleaning, staggered work hours, and remote work.

If you are interested in joining our growing team, please apply in confidence. Cahill is an equal opportunity organization. While we thank all applicants for their interest, only those under consideration will be contacted.

Apply by following the link:

<https://login.hrwise.com/hr/recruitment/job/0dd3b867aebc07ce2d93e97c5cd4c605/26907>