

**Title: Document Controller**

**Location: Charleston, West Virginia, USA**

**Date Posted: August 24, 2018**

**Closing Date: Open Until Filled**

### **ROKSTAD STRATEGIC INTENT**

We are the only family-orientated energy infrastructure company that employs highly-skilled professionals who deliver industry-leading solutions and techniques that enable power system owners and operators -- across North America and expanding around the world -- to deliver power in an era of aging infrastructure and increasing energy demands.

### **SUMMARY**

The Document Controller will oversee and maintain all information and records relating to the Boone Area Project including the management of incoming and outgoing transmittals via the Aconex Document Management System.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Preparation and setup of project documentation including set up of templates, scanning to the network folder and file creation in a timely manner;
- Distribution of project information and documents to project team, finance and accounting;
- Responsible for receiving and storing hard and electronic copies of all documentation information in an orderly manner and in line with policies and procedures;
- Assist project team with document requests including requests to retrieve information;
- Dealing with outgoing and incoming technical queries and document transmittal's;
- Scanning, photocopying, filing, binding and managing internal administration;
- Creating detailed folders and coordinating work internally;
- General administrative duties and inventory management to enable successful project execution;
- Accurately update information as required;
- Other duties may be assigned consistent with job description.

### **JOB REQUIREMENTS**

- Intermediate level computer skills including Microsoft Word, Excel, PowerPoint and Outlook;
- Ability to work collaboratively in a team environment;
- Excellent organizational and time management skills to thrive in a fast paced environment with firm deadlines and multiple, concurrent assignments;
- Self-motivated and able to prioritize tasks independently;
- Strong interpersonal and communication skills (both oral and written) and the ability to work well with employees at all levels of the organization.

### **EDUCATION, EXPERIENCE AND/OR CREDENTIALS**

- College Diploma or Certification; or a combination of relevant training courses and related experience;
- Minimum 2 years' experience in a similar position, preferably in a construction environment;
- Proficiency with computer applications, including Microsoft Office suite and Oracle Aconex Software;

- SharePoint or database experience an asset.

### CORPORATE COMPLIANCE RESPONSIBILITIES

#### **We care about our internal and external customers – loyalty is earned.**

- Listen, and listen more, to better understand – you get excited about opportunities to help others.  
Own customers' challenges to deliver unique solutions – you recognize that it's our privilege to serve customers because without "them," there is no "us."
- Focus on what is "important" as opposed to "urgent" – you focus on the big picture rather than getting lost in the details.
- Express thanks to those who help us constantly improve – you recognize and embrace constructive criticism.

#### **We strive for safety excellence – practice safety within the workplace, our homes, and at play.**

- No compromise on safety – make safety a thought, an action, a cornerstone belief in everything you do.
- Live safely for yourself, your team, and your family – you work together to ensure safety for all.
- Learn and improve from past experiences – lessons learned fuel our future successes.

#### **We create a great workplace by filling it with spectacular people – set expectations high, have fun, and celebrate our successes.**

- Succeed through professional and personal growth – take ownership of your own success.
- Always be a Rokstad ambassador – take pride in opportunities to share your beliefs, learnings, strengths, and ideas.
- Respect the unique contribution that every employee brings to the table – be open to learning and growing from employees who move Rokstad forward and help you achieve more.
- Place importance on effectiveness rather than effort – work smarter, by being conscious of your current levels of productivity, health, and happiness.

#### **We take pride in what we do – how we show up is important**

- Be part of the solution – you problem solve rather than complain, gossip, or cut others down.
- Know when to lead, know when to follow – check your ego at the door.
- Pursue improvement ... relentlessly – you make continual changes to grow.
- Strive to achieve the best results – you have higher expectations of yourself than Rokstad has of you.
- Embrace change – you understand that markets change, competition changes, and technology changes.

#### **We stand among the very best – doing it right makes our reputation even stronger**

- Act in Rokstad's best interest – as though you are an owner.
- Say what you mean, mean what you say – One dishonest action can ruin a lifetime of goodwill.
- Demonstrate trust in order to gain trust – an honest day's work for an honest day's pay.
- Lead by example – you recognize that your actions are always being observed, and actions speak louder than words.
- Seek first to understand before seeking to be understood – you avoid drawing ill-informed conclusions or assumptions.

#### **We respect our position in the broader community – act in accordance with our culture and values**

- Build and support the communities where we work and live – make the world cleaner, safer, and more interesting.
- Care for and respect our environment – promote environmentally sound practices throughout every aspect of our business.

- Create a culture of inclusion built on trust, respect, and dignity for all – build teams that capitalize on the diverse talents of all employees.
- Explore opportunities to grow and develop positive relationships with First Nations – create mutually beneficial partnerships.

**COMPENSATION**

Rokstad offers a competitive compensation and benefits package which will be commensurate with experience and education.

If you are looking for an exciting career with a fast growing, progressive company while participating in the build out of North America’s electric power Infrastructure, please email your resume to [careers@rokstadpower.com](mailto:careers@rokstadpower.com) or fax 1-888-310-8831. Please include the job title in the email subject line.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.