

## **Document Control Advisor**

Connex Personnel is currently recruiting for a Document Control Advisor. This is a temporary requirement (contract) for approximately one (1) year with an estimated commencement date of April 2026, and potential for extension.

As a Document Control Advisor, you will manage engineering and technical documentation throughout the project lifecycle. You will define and own the Project Information Management Plan, administer document governance, ensure compliance with Suncor standards, and coordinate contractor deliverables to ensure accurate, traceable, and timely documentation.

### **Key Accountabilities**

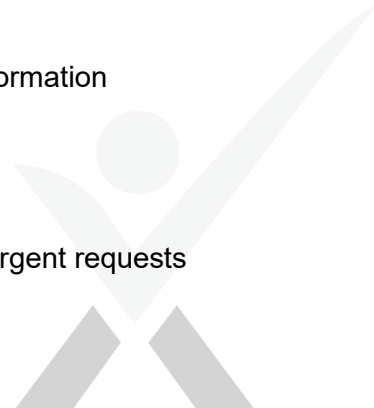
- Manage the lifecycle of controlled documents, including creation, revision, issuing, workflows, and archival.
- Enforce document numbering, naming conventions, metadata requirements, and governance standards.
- Identify adverse document conditions and escalate as necessary.
- Act as a DMS super-user and support configuration, workflows, and access controls.
- Plan, develop and review the implementation of the Information Management Plan
- Produce document control audit reports.
- Coordinate with EPC/EPCM partners on creation, issuing, review cycles, and turnover of deliverables.
- Track transmittals, approvals, and deliverable statuses.
- Support turnover package creation and alignment with asset information requirements.
- Ensure updated drawings, manuals, and engineering records are correctly delivered to Operations.
- Work closely with engineering, well operations, and project controls teams.
- Contribute to quality lessons learned, improvement initiatives, and project turnover documentation.
- Act as the information management interface between the Project Team and Terra Nova Operations

### **Minimum Requirements**

- 10+ years' experience in Document Control or similar roles.
- Strong understanding of engineering terminology and project deliverables.
- Proficiency with EDMS platforms and databases.
- Advanced Microsoft Office and Adobe Pro skills.
- Strong organizational, communication, and analytical abilities.

### **Preferred Qualifications**

- Post-secondary education in Business, Engineering Technology, Drafting, Information Management or related fields.
- Experience supporting major projects.
- Familiarity with ALIM.
- Experience with Power BI, AutoCAD and SharePoint.
- Adaptability to changing priorities, ability to multitask and respond quickly to urgent requests



- Strong interpersonal, communication and organizational skills
- Positive teamwork approach with cross-functional partnership and collaboration
- Strong functional knowledge of technical systems and information management practices, including document lifecycle, metadata and turnover requirements
- Demonstrated experience supporting diverse projects with varying scope, size, and complexity.

**Location and Travel Requirements**

- This position will be primarily located in St. John's NL.
- The hours of work are forty (40) hours per week, Monday to Friday.

**Duration**

- Anticipated to be one (1) year with potential for extension.

Please submit your resume to [hr@connexpersonnel.com](mailto:hr@connexpersonnel.com)

