



Ultragen was established to offer general services in engineering consulting primarily in the refining, petrochemical, chemical and energy sectors. In 22 years, Ultragen has realised over 1500 projects with great success. For more information, visit our web site at [www.ultragen.com](http://www.ultragen.com). Following an increase in projects and in anticipation of substantial long term growth, we are looking for a candidate for the following position:

## **DOCUMENT COORDINATOR**

### **Job Description:**

The document coordinator is responsible for management, organisation, supervision and evaluation of documents and administrative and exploitation archives. Specifically, he/she is responsible for the following tasks:

- Plan, elaborate and improve the management programs of the documents/archives;
- Elaborate, while collaborating with the administrative director, on procedures concerning the active documents, the semi-active documents and archives ;
- Elaborate and develop archival tools such as a classification plan and a conservation calendar ;
- Update the related databases.

### **Qualifications :**

- Bachelor degree in the archives / documentation / library (an asset);
- Good computer skills;
- Experience in electronic documentation management;
- 2 to 3 years experience in a related field ;
- Bilingual (French and English) ;
- Good skills in drafting documents;
- Good communicator
- Excellent in multidisciplinary teamwork;
- Proficiency in the use of MS Office (Word, Excel, etc.);

**Ultragen offers competitive salaries and many benefits.**

Please forward your C.V. to the attention of the department of Human Resources, by email: [career@ultragen.com](mailto:career@ultragen.com)

**ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED**