



Document Control Specialist

Position summary

The Document Control Specialist will manage documents, records and organizational information for Moltex, while supporting the timely development of the first Stable Salt Reactor – Wasteburner (SSR-W) and Waste To Stable Salt (WATSS) facility in Canada.

Position: Document Control Specialist

Status: Permanent, full-time

Location: Saint John, NB, Canada

Reports to: Engineering department

Apply: Please submit a resume and cover letter to careers@moltexenergy.com and indicate the job title in the subject line.

Responsibilities

- Administer and troubleshoot SharePoint libraries and user permissions
- Oversee performance and compliance with document and records control processes and procedures
- Support document authors, reviewers and approvers as they retrieve and revise documents and records
- Manage and maintain document and records libraries, including document classification, standards, numbering, electronic discovery and metadata
- Manage document and records security and information compartmentalization
- Ensure document and records integrity and retrievability

Skills, qualifications & experience

- Minimum of two years experience in information governance and/or document and records management
- Minimum two years experience working with SharePoint Online and Power Platform (specifically the Power Automate and Power Apps components)
- Very effective written and verbal communication skills
- Proficient in Microsoft SharePoint, Word, Excel, PowerPoint and other common document tools, file types and formats
 - SharePoint site, list, library and permissions management
 - Word and Excel document template creation and management, mechanical formatting (including the creation of charts and use of SmartArt) and common text editing
- Comfort creating PDF and ZIP files
- Comfort creating, formatting and revising complex and technical documents
- Comfort managing and delivering "service bureau" type services and support to an expanding organization with new staff
- Strong troubleshooting skills
- Experience proofreading content in British, Canadian and American English
- Self-starter, capable of working well both independently and in teams
- Detail-oriented, patient and flexible
- Ability to recognize, resolve and communicate issues clearly
- Ability to enforce policies and processes in a supportive and constructive manner
- Eligible for Government of Canada SECRET security clearance



Would be considered an asset:

- Proficient in Microsoft Visio or similar drawing/drafting software
- Formal training in SharePoint
- Degree or diploma in Business Administration, Library Sciences or similar field

What Moltex offers...

Moltex boasts a diverse team of professionals collaborating daily across time zones. For those on board, it is going to be a challenging and rewarding journey. The office is in the city centre with various nearby amenities. Moltex employees have access to a full range of benefits including:

- Paid vacation and personal days
- Flexible work environment
- Learning and development resources
- Excellent growth opportunities
- Optional compressed work week
- Medical, dental and vision benefits
- 13 Federal/Provincial holidays
- Complimentary refreshments

Moltex is an equal opportunity employer. Moltex prides itself in having a team that promotes diversity, inclusion, leadership, mindfulness, high initiative, energy and passion.