



Senior Document Controller

Position summary

The Senior Document Controller will manage all Moltex Energy's documents, records, and organizational information, underpinning the design and safety case for its Stable Salt Reactor technologies in Canada and the UK.

This is an exciting opportunity to join an agile and multi-disciplined team focussed on developing technologies that can make a significant contribution to reducing global CO₂ emissions!

Position: Senior Document Controller

Status: Permanent, full-time

Location: Saint John, NB, Canada

Reports to: Project Management Office

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

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.

Responsibilities

- Manage and maintain the SharePoint libraries, including controlling user permissions
- Create entries for documentation and assign unique Moltex identifiers for each document
- Manage the document flow for the Canada and UK project teams, including export-controlled documents
- Collaborate with project teams on document management challenges within each discipline to develop solutions
- Support document authors, reviewers, approvers, and end-users through all aspects of the controlled document process, including the provision of training courses
- Connect and interact with document management stakeholders, including formal correspondence with nuclear regulators
- Develop opportunities for system and process improvements, including the implementation of document management software and tools
- Produce reports, analytic dashboards, and visual representations of workflows as required
- Oversee compliance with document and records control processes and procedures
- Manage and maintain document and records libraries, including document classification, security, standards, numbering, electronic discovery, and metadata
- Ensure document and records integrity, retrievability and archiving

Skills, qualifications & experience

- Experience implementing document control and document management processes in a project delivery environment
- Experience deploying document management systems, tools and techniques
- Advanced user of document management software and information management systems
- Advanced Microsoft Office skills, with comfort creating PDF and ZIP files
 - 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
- Experience formatting technical documents
- Effective written and verbal communication skills
- Self-starter with strong troubleshooting skills and capable of working well independently and in teams
- Ability to enforce policies and processes in a supportive and constructive manner

Would be considered an asset:

- Experience working in nuclear, highly regulated, safety critical or project delivery environments
- Proficiency in Microsoft Visio or similar drawing/drafting software
- Formal qualification in SharePoint or other document management software
- Degree or diploma in Business Administration, Library Sciences, or a similar field