

Document Control

Type: Full-Time, Permanent, In Office (\$28/hr)

Location: Acheson Alberta

Days: Monday to Friday



Rozen Steelworks has a reputation for having the best standards in Safety, Quality and Performance. Excellent project execution is realized through extensive communication and teamwork between the owner and the construction team providing the vision, the plan and the tools to succeed.

Key Responsibilities:

- Create turnover package to clients ITP (Inspection Test Plan) – understanding project turnover process and the initiation of the necessary quality documentation
- Reviewing project specifications and drawing requirements - Redline/Weld map client's drawings to match shop As-Built drawing.
- Ability to read/ensure MTR's match the material required for job completion
- Read NDE Reports to ensure they match the request
- Planning and coordinating with shop/QC Lead to obtain reports, welder info, fabrication drawings, etc.
- Following job due dates closely to ensure they are completed on time (also ensuring QC will have enough time to review prior to shipping/approvals).
- Working with the shop and following client PO to ensure all material required is shipped with the order
- On large/multiple load jobs, working with our operator to create load plans to keep incoming/outgoing loads moving as smooth as possible.
- Understanding legal load limits and procedures for over dimensional loads.

Requirements:

- High school diploma as minimum, Post-Secondary schooling preferred.
- 2 – 3 years of experience in Turnover/ Document Control
- Ability to work well in team environment
- Ability to work with minimum supervision
- Excellent communication skills (This role requires communicating with clients and QC Inspector frequently)

Commitment to Safety and Safe Work Procedures:

- Exceptional attention to detail
- Possess strong critical thinking skills with a high degree of initiative
- Good computer skills; Microsoft office, Blue beam, Adobe, ERP

Benefits:

- Casual dress
- Extended health care
- RRSP match

Why Join Rozen Steelworks? At Rozen Steelworks, we offer a challenging yet supportive environment where your hard work and desire to learn will drive your career growth. Join a team built on grit, ownership, well-being, and adaptability as you contribute to cutting-edge fabrication solutions for critical industries.

To Apply: Interested candidates are invited to submit their resume and cover letter detailing their academic background and relevant experience to careers@rozensteelworks.com. Please include "Document Control" in the subject line. We would like to thank all applicants in advance for their interest. Only applicants selected for an interview will be contacted.



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FUSING QUALITY WITH PRECISION