

# Job Description

West White Rose CGS Project



SINC-LAVALIN DRAGADOS PENNECON

<b>Name:</b>	DOCUMENTATION LEAD
<b>Department:</b>	QUALITY
<b>Reports To:</b>	QUALITY MANAGER

## RESPONSIBILITIES

The Documentation Lead (DL) will:

- Contribute to a dynamic project team by assisting with required scoping documentation.
- Assembling walk down packages and compiling system turnover packages to meet tight deadlines.
- You are a problem solver and continuously look for innovative solutions that can be utilized on projects.

## MAIN TASKS AND DELIVERABLES

- Record, circulate and monitor all drawings/documents received from the clients, engineering office and/or vendors.
- Prepare transmittals of drawings/documents for submission to the client/sub-contractor.
- Request drawings/documents for distribution.
- Assist in the preparation and issuance of maintenance documentation.
- Develop drawing/document distribution matrices for accurate distribution to SDP personnel, subcontractors, suppliers and vendors.
- Ensure more current set of drawings/documents are being utilized by auditing & reconciling SDP drawing logs to owner supplied drawing logs.
- Maintain an index of all original documents stored at off-site storage.

## QUALIFICATIONS

- 5-7 years of experience in a similar role
- Strong computer background including experience with MS Office.
- Strong communication skills, confident interacting with key contacts in verbal, written and electronic form.
- Able to identify problems/issues and generates solutions and makes sound decisions using standard procedures.
- Capable of probing and listening carefully, presenting information clearly in an appropriate style and persuading others in straightforward situations.
- Willing to contribute actively in team activities, sharing experiences and ideas.
- A major project background with multiple partners systems.
- Ability to understand technical lingo to assist with understanding issues and concerns.

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.