

Acero Engineering Inc. ("Acero"), a growing facilities engineering company providing engineering, procurement and construction management expertise is currently seeking a motivated and enthusiastic individual to fill a permanent full-time role as a **QA/QC and Document Control Administrator**.

Acero is focused on facility and pipeline engineering, procurement and construction management services; from concept evaluation to plant start-up. Our core service offering is in-house project management, process, mechanical, electrical I&C engineering, project engineering, procurement, regulatory services and construction management.

Acero maintains a core belief that success depends on the development of long-term relationships, forged by providing clients what they ask for – which is not necessarily the same product across the board.

Our clients are typically looking for quick turnaround, flexibility and fit-for-purpose deliverables, with no unnecessary additional frills.

Why do employees stay at Acero? We provide a flexible and trusting team-oriented environment where hard work, discipline and honesty are encouraged and rewarded. We are driven to provide our clients with exceptional service.

#### **Responsibilities:**

##### QA/QC

Assist with the maintenance of Acero's ISO 9001 and ISO 14001 certifications by:

- Assisting in developing company templates and procedures
- Ensuring all documents are branded and formatted as per the Acero standard
- Maintaining list of templates, specifications and procedures and their respective document numbers
- Updating and overseeing the Quality, Health, Safety, and Environment Management System. Promote and enforce the use of NCRs, CARs, KPIs, Trending/Tracking, Audit Close-Out, Process Conformance/Improvement
- Initiating, coordinating the development and approval of corrective actions, verifying completeness, and closing NCRs
- Additional QA/QC projects and/or initiatives as assigned

##### Document Control

- Assisting in Document Control responsibilities, including: processing engineering drawings as per Acero's procedures, processing vendor incoming documents and vendor document returns, preparing and circulating in-house squad checks and vendor squad checks, etc.
- Assisting with Client documentation/numbering requests, submittals, and returns following the Client specific procedures
- Obtaining and providing ongoing updates on status of various deliverable documents
- Additional Document Control projects and/or initiatives as assigned

Additional Administrative Support may be required, from time-to-time, such as back-up reception support for vacation/sick time.

#### **Compensation & Benefits:**

Acero offers employees competitive wages and a benefits package. Salary will be commensurate with education and experience.

**Preferred Education, Experience and Skills:**

- Post-Secondary Education in related discipline(s)
- Minimum of 5 years related experience
- Familiarity with quality management systems such as ISO 9001, 14001, and 45001
- Speed and accuracy are absolute must-have character traits
- Ability to interface with Project Managers, Engineers and Clients in a professional and respectful manner
- Ability to utilize Microsoft Office Suite (Word, Excel, PowerPoint)
- Excellent team collaboration and interpersonal skills
- Strong written, verbal, analytical and critical thinking skills
- Proven ability to work under pressure and meet tight timelines as occasionally demanded by our clients

Interested candidates may submit a resume to: [hr@aceroeng.com](mailto:hr@aceroeng.com). No phone calls please.

Please reference "QA/QC and Document Control Administrator" in your cover letter and email subject line. Only those being actively considered for employment will be contacted. Only those who are qualified and who are legally authorized to work in Canada need apply.