

Document Control Specialist

Part Time Clerical

Denver, CO, US

Today's Requisition ID: 1568

Apply

Salary Range: \$30.00 To \$35.00 Hourly

Document Control Specialist

This is NOT your “Father’s” Railway Company! Come join an industry leader using new technology for commuter rail services.

Denver Transit Operators, (DTO) is a privately held company that has a 29-year contract with RTD to operate and maintain the new commuter rail system within the Greater Denver Metro area. We currently have opportunities to hire a Document Control Specialist.

Position Summary:

The Document Control Specialist is responsible for coordinating and administering document management activities related to Company documents and records. You will track the life cycle of documents and records with pertinent revisions, including but not limited to Company plans, procedures, and business correspondences. You will also independently manage other day-to-day tasks related to documents and records management.

Description of Duties:

- · Manage and maintain the document control systems.
- · Review documentation for accuracy and completeness.
- · Organize the routing of documents throughout the process from conceptualization, approvals, distribution to filing.
- · Confer with document originators to resolve discrepancies and compile required changes to documents and records.
- · Support configuration control by processing change notices and associated documents.

- · Ensure timeliness of documents needed for client and Company perusal.
- · Maintain a comprehensive database of Company official documents, records, and business correspondence.
- · Ensure regulatory, contractual and policy adherence of Company documents and records.
- · Support employee training programs.
- · Adhere to record retention policies, safeguard information, and retrieval of data.
- · Create, review, revise and implement documentation procedures and training material according to established standards.
- · Assure document and record users are trained in practical application of systems.
- · Operate computer equipment including printers, scanners, and copiers.
- · Prepare copies and distribution of documents.
- · Complete all other duties assigned.

This is a safety sensitive position subject to the rules & regulations of the Federal Railroad Administration and their Drug & Alcohol policy.

What You Need to Bring: (Position Requirements)

- · Bachelor's degree in related field (English, Journalism, Communications, Technical Writing, Technical Communications) and 3 years of experience required.
- *5+ years of experience working with specialized software programs, such as electronic document management systems, relational databases, and internet-based project collaboration systems (e.g. Microsoft SharePoint, Aconex)*
- · Previous experience with Microsoft Office SharePoint (or similar information management platform) required.
- · Advanced proficiency in Microsoft Office products, including Outlook, Word, Excel, and PowerPoint.
- · Previous experience with Oracle Aconex (or similar information management platform) preferred.

- · Previous experience using other electronic document management systems, relational databases, or internet-based project collaboration systems preferred.
- · Strong verbal and written communication skills with the ability to present information to a diverse leadership team and staff; testing of skill level may be required as part of the interview process.
- · Strong critical thinking skills with the ability to organize and analyze large amounts of data.
- · Must be self-directed, have strong time management skills and sense of urgency as most activities are time sensitive.
- · Previous experience with ISO 9001 quality management systems preferred.
- · Must be eligible to work in the U.S. and successfully pass a pre-employment background check, drug and alcohol screening and be willing to comply with the DTO Drug and Alcohol Policy.

Physical Requirements:

- · Ability to sit for long periods of time.
- · Ability to bend and lift up to 20 lbs.

Benefits:

- · Paid holidays
- · PTO & Sick Leave Pay
- · Medical, Dental, Vision & 401(k)
- · Ability to work in a clean state-of-the-art repair facility
- · A breakroom to rest & relax, equipped with leather recliners!
- · Free RTD Light Rail, Bus & Commuter Train pass
- · Career advancement opportunities (we promote from within!)
- Applicants who are authorized to work in the US will only be considered for this position. DTO is an Equal Opportunity Employer.