

Laricina Energy Ltd. is a private company concentrating on capturing opportunities in the oil sands areas of Western Canada. Our Company is focused on creating value through developing a diverse portfolio of oil sands assets that leverage technology and market developments. Laricina offers the opportunity to join a growing, challenging and exciting work environment that has personal and career rewards for the entrepreneurial individual.

Since 2005, we have been in the business of creating value through developing a diverse portfolio of oil sands assets focused exclusively on in situ or underground bitumen deposits. Laricina offers strength in the oil sands with our experienced engineering, geological and research team. A career with Laricina is a career in innovation and growth.

Currently under construction, our Saleski steam-assisted gravity drainage (SAGD) Pilot is the first of our planned facilities and is located within the West Athabasca Oil Sands region, approximately 100 kilometres southwest of Fort McMurray, Alberta and 80 kilometres northeast of Wabasca, Alberta.

Intermediate Document Controller

Our Facilities team is seeking a Intermediate Document Controller. In this role, you will be responsible for the control, access and maintenance of all Facility engineering drawings and assigned project activities. You will assist the Senior Document Control Analyst with the implementation and application of appropriate document control procedures and work processes are used on all projects. You will provide support to project teams in the home office and on site with respect to document control and project information.

Responsibilities:

- Maintain control of all engineering documents
- Review incoming document packages to ensure all documents are received
- Perform standard document control functions for documentation in a timely and efficient manner
- Manage record document flow to and from all appropriate parties
- Distribute documentation
- Maintain and manage project files including logging, storing and retrieving engineering drawings and other activities

Qualifications:

- 3 years experience in document control
- Experience in engineering environment preferred
- Completion of secondary school diploma
- Strong communication, organization and interpersonal skills
- Ability to prioritize work requests and meet deadlines
- Detail-oriented, proactive, self-motivated
- Strong computer skills in Word and Excel
- Knowledge and experience in document management tools such as SharePoint

Please direct your resume to careers@laricinaenergy.com. Learn more about our company at www.laricinaenergy.com.



LARICINA
E N E R G Y L T D.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.