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# documents controller

**Posted by:** Solaris Management Consultants Inc.

**Location:** Surrey

**Salary:** \$31.90 to 37.00 hourly ( to be negotiated) Per Hour

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## Job Details

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**Job ID**

NCJ4609734

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**Posting Date :** 13-Jan-2026

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**Expiry Date :** 12-Jul-2026

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**Education :** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** 3 years

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**Job Type :** Full Time

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## Job Description

We are looking for a document controller for our company located at 5588 Panorama Drive Surrey, BC V3S 1B7.

Working hours from 7:30 to 17:00

Work must be completed at the physical location.

Work setting: Engineering firm

Oil and gas industry

Salary: 31.90 to 37.00 hourly ( to be negotiated)

Duties of the position:

Assign classification and metadata codes to records

Develop document inventories

Classify, code, cross-reference, log and store records

Compile statistics and reports on activities within records management services

Implement and update records classification, retention and disposal scheduling plans

Label, prepare and transfer information files according to established records management life-cycle procedures and schedules

Maintain access lists for security classified records

Operate information retrieval systems to research and extract records

Job Requirements:

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Language: Very Good knowledge of English

Computer and technology knowledge

MS Office

SharePoint

Computer assisted records management system

MS Excel

MS Outlook

MS Word

MS Windows

Additional information

Work conditions and physical capabilities

Attention to detail

Fast-paced environment

Sitting

Work under pressure

## Personal suitability

Accurate

Excellent oral communication

Excellent written communication

Organized

Team player

## Benefits

### Health benefits

Dental plan  
Disability benefits  
Health care plan  
Paramedical services coverage  
Vision care benefits

### **Financial benefits**

Registered Retirement Savings Plan (RRSP)

### **Other benefits**

Wellness program

What you must include in your application:

Job reference number 2

Answers to the following screening questions:

Are you authorized to work in Canada?

Are you available to start on the date listed in the job posting?

Do you have experience working in this field?

Do you live near the job location?

What might be required by the employer later in the hiring process:

Highest level of education and name of institution where it was completed

References attesting experience

Apply by :

By email

[careers@solaris-mci.com](mailto:careers@solaris-mci.com)

Online

<https://www.solaris-mci.com/careers/>

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**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [careers@solaris-mci.com](mailto:careers@solaris-mci.com)**

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