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Documentation Control Associate III

GENERAL DESCRIPTION

Creates and/or improves existing documentation procedures, and streamline across various product teams. Establishes and maintains consistency of databases and documentation as well as corporate processes used to ensure quality, design requirements, and environmental compliance. Manages and maintains as well as analyzes and interprets the consistency for all documentation and support systems to ensure quality. Follows established procedures and formats, researches and compiles technical data for use in routine documents or sections of documents such as manuals, procedures and specifications. Obtains data and information from review of documentation, drawings, schematics and reports, consultation with technical staff members. Typically requires 5-7 years of experience. Provides more technical/functional support than administrative support. Demonstrates a thorough working knowledge of technology, applications, terminology, and procedures required of job function. Performs varied and more complex tasks. Makes decisions within broad parameters.

SCOPE OF WORK

This position serves as a resource on the Project Management team and provides administrative and technical support for large capital projects managed by the company's PMT team. Experience with project management and collaboration systems is preferred.

Company project management systems include:

- SAP and SharePoint primarily; experience with these systems are preferred but not required.
- Must have a functional understanding of electronic data management.
- Functional understanding of project execution and phase gates is preferred.
- Experience working on Alaska or other arctic projects is preferred.
- Project support involves multiple tasks that are schedule driven. Strong organizational and communications skills are critical to effectively supporting our clients. This position supports a wide area network of resources assigned to the company projects.
- Strong interpersonal skills are necessary to respond to various project support requests.
- Training is provided on the company project management systems. Experience with other project management systems is preferred.

Petrotechnical Resources of Alaska, LLC (PRA) is an Equal Opportunity Employer

