



# documents controller

**Posted by Solaris Management Consultants Inc.**

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

**Closing Date : 12-Jul-2026**

**Location : Surrey**

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

## Job Requirements

- **Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
- **Language:** English
- **Years of Experience:** 3 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ2164916

## 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/>

**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:ccareers@solaris-mci.com)**

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