

WE'RE HIRING

Would you like to be part of a team of talented professionals who work together to make a positive difference? Then Ecofish wants to hear from you!

We are looking for a **Document Control Manager** to join our team of experienced and skilled professionals. We provide a safe, supportive and engaging culture that is based on innovation, collaboration, integrity, with the opportunity to apply new technology, gain analytical skills, and realize your career potential. Our compensation plan is competitive and there are great opportunities for growth and advancement through mentorship, training, and other professional development opportunities.

The successful candidate will be welcomed into an exceptional team of professionals dedicated to science-based, ethical environmental consulting, collaborating on fascinating and challenging assignments. This role will be responsible for:

- Coordinate the overall production of documents of multiple author documents for publication;
- Review and edit technical reports and papers, and supporting documents involving highly technical content;
- Collaborate with subject matter experts to confirm, clarify, and accurately communicate materials within a document that respectfully considers the audience;
- Manages the Document Formatting group – determine and deliver resourcing, training, and mentoring of document editors and formatters
- Ensure documents are certified/stamped in accordance with company/industry standards;
- Protects and secures confidential and proprietary information;



- Oversees documentation management systems and manages the lifecycle of documents. Ensures that documents are accurately filed, versioned, and archived;
- Contribute to the continuous improvement of internal authoring processes and tools; creates, implements, and updates the document tracking system;

QUALIFICATIONS:

If you have the following qualifications are are looking for an exciting and challenging opportunity, we would like to hear from you.

- Expert knowledge of grammar, writing, editing practices, style requirements for scientific reports;
- Experience restructuring, formatting, and standardizing documentation with strong attention to detail and accuracy;
- Demonstrated interest and passion for quality communications
- Bachelor's degree or equivalent in communications, science, or related field;
- 3+ years in a document production and a technical writing/editing role;
- Experience applying Microsoft Word templates, styles, themes, and formatting; Knowledge of library resources and other sources of information for scientific subjects;
- Experience in development and implementation of work processes and procedures;
- Experience in managing teams, providing effective direction and supervision of staff;
- Leadership skills with the ability to cultivate collaboration.

The following qualifications are assets to the position:

- Experience in environmental consulting;
- Experience with ecological reports and/or terminology;
- Experience with technical document tracking and archiving systems;
- Experience in content management and/or revision control systems, including SharePoint.



SKILLS:

- Exceptional attention to detail, focused on accuracy, clarity, and efficiency;
- Effective communication skills, both oral and written;
- A passion to thrive in a fast-paced, entrepreneurial environment;
- Ability to prioritize and exercise sound judgment and adhere to strict deadlines;
- Positive attitude and strong interpersonal skills to contribute to the effectiveness of the work environment;
- Able to work independently with minimal supervision, seeking out further information or clarification when needed;
- Self-motivated, proactive, and task-oriented;
- Desire to learn and receive expert mentoring.

Apply Now!

Interested applicants can send a resume and cover letter that clearly identifies their experience as well as three references to hr@ecofishresearch.com. **Applications will be accepted until April 26th.** Only those applicants that are selected for an interview will be contacted. No phone calls please.

