

WE'RE HIRING

DOCUMENT PRODUCTION SPECIALIST

BD & Strategy and Science Practices Departments

Courtenay, BC

We are looking for a **Document Production Specialist** 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 gain 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:

- Supporting the Science Practices Department by coordinating the overall production of documents of multiple author documents for publication.
- Managing the Document Formatting group – determine and deliver resourcing, training, and mentoring of document editors and formatters.
- Ensuring that documents are certified/stamped in accordance with company/industry standards.
- Protecting and securing confidential and proprietary information.
- Overseeing documentation management systems and managing the lifecycle of documents.
- Ensuring that documents are accurately filed, versioned, and archived.
- Supporting the BD & Strategy Department by contributing to the development of proposals including coordination, compilation, and authoring discreet sections.
- Supporting the creation and management of promotional materials including statement of qualifications, CVs, etc.



Qualifications and Skills:

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

- Experience restructuring, formatting, and standardizing documentation with strong attention to detail and accuracy.
- Bachelor's degree or equivalent in communications, science, or related field.
- 3+ years in a document production and/or a technical writing/editing role.
- Proficient in applying Microsoft Word templates, styles, themes, and formatting.
- Experience in managing teams, providing effective direction while cultivating collaboration.
- Exceptional attention to detail, focused on accuracy, clarity, and efficiency.
- Excellent time management, organizational skills and multi-tasking skills.
- Strong computer skills including MS Office Suite.

Apply now!

Interested applicants can send a resume and cover letter that clearly identifies their experience as well as three references to apply@ecofishresearch.com. **Applications will be accepted until February 7, 2020.** Only those applicants that are selected for an interview will be contacted. No phone calls please.

