

Job Posting: Office Administrator – Document Control

Come Join Us!

Over the past 35 years, C-FER Technologies' unique test capabilities have been used to evaluate and de-risk novel technologies under the most challenging real-world applications. Our research spans a broad range of projects that include full-scale destructive testing under complex loading and environmental conditions and advanced computer simulation and analysis. C-FER supports the Global Energy Transition by utilizing our state-of-the-art equipment and infrastructure to solve our client's problems in the growing hydrogen economy and to support emerging technologies in carbon capture utilization and storage (CCUS).

What You'll Do:

The Office Administrator – Document Control is an integral role at C-FER Technologies, responsible to maintain internal and external document control standards for the full organization. The successful candidate for this position will edit and finalize deliverables, including but not limited to technical project reports, proposals, and other documentation for internal and external audiences. This position involves applying and maintaining internal style guides, while referencing external style guides, as applicable.

Additionally, this position provides administrative support to the Chief and Principal Engineer to coordinate Professional Engineering Permit to Practice registration requirements and support both Responsible Members and Professional Engineers to conform with engineering professional practices.

Reporting to the Administration Team Lead, this position is based fully on-site at our 200 Karl Clark Road, Edmonton, Alberta location, but will provide support to both of C-FER's Edmonton locations.

You Will:

- Edit and finalize technical writing documentation for project reports, proposals, processes, internal templates and other materials to clarify meaning, ensure coherence and flow, maintain consistency, and correct errors in punctuation, grammar and sentence structure.
- Review and reinforce best practices for technical report writing and editing, including C-FER's Document Preparation Guide, and apply external style guides as required.
- Provide guidance and recommendations on effective structures and templates for internal and external documentation.
- Maintain a record of report reviews and update internal databases.
- Maintain and update C-FER document templates and create new forms and templates as needed.
- Train employees on report requirements, standards and administrative procedures.
- Provide administrative support to the Chief and Principal Engineer including provincial Permit to Practice renewals, maintain internal documents relating to our Permit to Practice, and provide internal and external event and meeting support, as required.
- Support additional activities necessary for the safe and continued operation of the company.

You Are:

- Deadline-driven and self-motivated, with strong time management and organizational abilities.
- Attentive to detail and adaptable to shifting responsibilities, able to perform under tight deadlines.
- Skilled at multitasking without compromising quality.

- Exceptional at proofreading and writing, with strong knowledge in grammar, spelling, and punctuation.
- A strong problem-solver with a continuous improvement mindset.
- Quick to learn and able to apply new knowledge effectively.
- Effective at influencing others by clearly explaining facts, policies, and practices.
- Capable of working independently with minimal oversight.

You Bring:

- A Bachelor's degree in English or related field, plus at least two years of experience in proofreading, copy editing, or preparing technical documentation; or an accredited one- to two-year Office Administration Certificate or Diploma, plus a minimum of five years of related work experience.
- Completed coursework in technical writing or professional editing.
- Advanced proficiency in MS Office Suite and Adobe Acrobat.
- Exceptional written and verbal communication skills in English.
- Proven ability to deliver professional customer service to colleagues and clients.
- Ability to work on-site daily (no remote or hybrid options).

Preference will be given to candidates with training/experience in technical editing scientific/technical reports.

What We Offer You:

C-FER offers a dynamic work environment and a competitive total compensation package, including earned days off, personal wellness spending account and many company-sponsored social activities to build rapport with your colleagues. Our team loves the variety of work we do as no two days at C-FER are the same! We offer excellent opportunities for professional growth and career advancement.

If you believe you are qualified for this position, please forward your cover letter, resume including example project summaries with metrics and transcripts in one PDF document quoting Competition No. 25-013 to careers@cfertech.com. This position will remain open until a suitable candidate is hired.

We thank all applicants for their interest; however, only those chosen for further consideration will be contacted.

C-FER Technologies (1999) Inc.

Main Location: 200 Karl Clark Road | Edmonton | AB | T6N 1H2 | Phone: 780.450.3300

East Location: 3712 Roper Road | Edmonton | AB | T6B 3T9 | Phone: 587.754.2337

Website: www.cfertech.com.