Overview

The position listed below is not with Rapid Recruitments but with Detroit Transportation Corporation.

Rapid Recruitment’s is a private organization that works in collaboration with government agencies to promote emerging careers. Our goal is to connect you with supportive resources to supplement your skills in order to attain your dream career.

Job Description

The Document Manager and Archivist is in charge of storing, managing and tracking company documents, including document archiving and document imaging, that are located both at on-site and off-site locations.

Must have exceptional organizational skills and the ability to prioritize and manage time well, multitask and troubleshoot. Strong interpersonal, communication, and customer service skills are also essential for regular interaction with internal and external business partners.

Experience Requirements: A minimum of 10 years professional experience in positions of increasing responsibility dealing with corporate level documentation, engineering and technical drawings, contracts, archival systems, and asset management. The experience should be in an industry that relies on sophisticated systems of mechanical, electronic and software assets to provide service or products.

Qualifications:

- A bachelor’s degree in science, engineering or a technical field or an associate degree and additional on the job training in concepts and function of system management. A bachelor’s degree in management with systems management training and experience is also acceptable. Proficient in Microsoft Office, including PowerPoint, Excel and Word. Knowledge of document interface programs, electronic management, and Laserfiche and SharePoint a plus. Knowledge of Information Management or Librarianship qualifications.

Personal Attributes:
• Must be an individual who can work with a minimum of supervision and is accustomed to a role that requires working to plans and procedures while remaining flexible to accommodate an existing organization. Must possess interpersonal skills to work in establishing an organization and also work as a staff specialist that interfaces with all other organizational entities.

**Essential Duties and Responsibilities:**

• Serves as the DTC’s document manager and archivist for all technical engineering plans and drawings, system maintenance and operating manuals, studies, and corporate documents.

• Develop and administer the company’s multi-faceted onsite and offsite archive retrieval system for paper and digital data.

• Manages and works with precision to ensure that all electronic and hard copy filing is accurate and is easily retrievable and establishes control mechanisms to ensure most recent updates are available to staff.

• Assume responsibility for existing document management system.

• Establish a document management and control system with appropriate procedures and staff for the DTC organization, as well as train company employees on how to properly archive files including drawings.

• Assist in the establishment of formal configuration management system with appropriate procedures and staff support.

• Serve as a member of the Change Control Board (CCB).

• Implementation of the approved DTC Configuration Management Plan (CMP).

• Responsible for reviewing and coordinating final project close-out documents and drawings, to ensure accuracy and to fulfill project deliverable requirements per existing contractual language.

• Responsible for the maintenance of scanners and plotters equipment used for document management purposes.

• Aid the Marketing Department with proposals, marketing initiatives, graphic design, and presentations.

• Electronic filing indexing (typing).
· Responds in a timely manner to requests to retrieve information, information searches and general requests for support from project/department personnel.

Physical Requirements:

· Must be able to sit, stand and walk for 8 hours.

· Constant sitting and repetitive use of the hands.

· Occasional walking, standing, bending (neck & waist), twisting (neck & waist), lifting & carrying 25-40 lbs., hand use involving: simple grasping, power grasping, pushing & pulling, and reaching above and below shoulder level.