



JOB POSTING: DOCUMENT CONTROL SPECIALIST

ABBARCH's Toronto office has an immediate need to fill the position of Document Control Specialist

Responsibilities:

- Ensuring the timely distribution of Permit, Bid and Construction documents
- Coordinating Building Permit submissions
- Facilitating the flow of information between the client, consultants and contractors

Skill Set:

- Microsoft Outlook, Word and Excel
- Adobe Acrobat Professional
- Bluebeam

Salary Range \$55-65k

Please forward your resume to infotor@abbarch.com. We appreciate the interest of all applicants however only those selected for an interview will be contacted.

No agencies, telephone calls or walk-ins please.