

Document Controller- Engineering & Projects

- **Join a leader in mining & metals offering outstanding personal development & career opportunities**
- **Be a part of a group that is committed to safety and values inclusion**
- **Key role in a diverse project management organization based in Salt Lake City, Utah**

About the role

We are looking for **Multiple Projects & Engineering Document Controllers** responsible for the provision of document management services and ensuring consistency with regards to document control implementation and use for a site.

Rio Tinto Kennecott is a fully integrated mining operation located just outside Salt Lake City, Utah, US. Kennecott is a wholly owned subsidiary of Rio Tinto. For more than 110 years, Kennecott has been mining and processing minerals from the rich orebody of the Bingham Canyon Mine. Kennecott is a strong economic driver and strives to be a valuable community partner through charitable giving, strategic partnerships and sustainable development practices. The team offices are located on the west side of the Salt Lake Valley near Copperton.

Working 5 days on 2 off and reporting to Manager - Project Services or a major project under the Project Controls Manager, you will be responsible for:

- Identifying and managing all controlled documentation to ensure compliance with operational, corporate and legislative requirements.
- Providing effective and efficient documentation and records management. Coordinating the scheduling of formal document reviews for site documentation. Managing document control including document management for information presented within the websites.
- Publishing and posting approved site documents to the appropriate website. Ensures document formatting and quality comply with internal company standards and expectations.
- Providing site specific technical support (in person or via phone) for departmental personnel staff on technical queries about the use of the Document Management System (DMS).
- Communicating changes to document control procedures or other relevant information which have been updated or added.
- Assisting in implementing new and improving DMS and document management processes.
- Assisting in the auditing of the DMS system to maintain the integrity of the database. Provides support with the retrieval of records.
- Disposing or destroying records and documents in a secure and proper way when retention periods expire.

About you

To succeed in this role, you will have:

- Document Control Management systems experience. (Bentley, Project Wise, etc.)
- Developed specialized skills or is multi-skilled through job-related training and considerable on-the-job experience
- Ability to engage effectively (written and verbal) with stakeholders at all levels
- Strong MS Office Skillset (SharePoint, Outlook, Word, Excel, PowerPoint)
- Completes work with a limited degree of supervision
- Acts as an informal resource for colleagues with less experience

What's on Offer

Here is just a glimpse of our industry leading rewards package:

- A competitive salary wage with opportunity to grow
- Career development & education assistance to further your ambitions
- Access to top tier family-friendly health and medical programs
- Excellent retirement plan including 6% defined company contribution
- Generous 401k matching program; 100% company match up to 6% contribution rate
- Generous leave entitlements
- Eligible for the Rio Tinto employee share programme

About us

As pioneers in mining and metals, we produce materials essential to human progress.

Rio Tinto is a leading global mining and metals company. Our focus is on finding, mining and processing the Earth's mineral resources in order to maximize value for our shareholders. Everything we do is done with the future firmly in mind, so our employees are rewarded with opportunity, an open and diverse culture and a responsible working environment in which they can go further.

Every Voice Matters

We are committed to an inclusive environment where people feel comfortable to be themselves. We want our people to feel that all voices are heard, all cultures respected and that a variety of perspectives are not only welcome – they are essential to our success. We treat each other fairly and with dignity regardless of race, gender, nationality, ethnic origin, religion, age, sexual orientation or anything else that makes us different.

So if this sounds like you and the opportunity you are looking for, apply now.

Please note, in order to be successfully considered for this role you must complete all pre-screening questions.

Equal Opportunity Employer M/F/D/V

Rio Tinto participates in E-Verify to confirm work authorization. Please visit <http://www.uscis.gov/> for more information.

To apply, visit the following site: <https://jobs.riotinto.com/ShowJob/JobId/419945/DocumentController>

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