

JOB POSTING

Prometheus Energy

Title: Document Control Specialist

Location: Redmond, WA

Compensation: Competitive salary and benefits

Classification: Non-exempt, Full-time

Group: Design Engineering

Prometheus Energy is an alternative and renewable energy company specializing in the production, sale and distribution of liquid natural gas primarily sourced from waste and stranded gas reserves.

Prometheus Energy operates multiple plants and subsidiaries from its principle corporate office in Redmond, Washington.

The Document Control Specialist will be primarily responsible for managing and maintaining control of commercial and technical documents using a document control system. Specific tasks may include the following:

- Institute a fit-for-purpose document control system.
- Train staff on document control processes and procedures
- Maintain master documentation files.
- Prepare requests for reproduction of documents.
- Develop a good understanding and working knowledge of technical details related to the Company's business.
- Examine documents such as engineering process flow diagrams (PFDs), piping and instrumentation diagrams (P&IDs), drawings, change orders, and specifications to verify completeness and accuracy of data
- Work closely with Subject Matter Experts to gather technical details to resolve discrepancies and compile required changes to documents
- Post changes to computerized or manual control records, release documents, and notify affected departments
- Prepare system reports and memorandums
- Prepare templates for specifications, procedures, drawings, and
- Perform other duties and responsibilities as assigned

REQUIREMENTS:

- Relevant Associates degree required, Bachelor degree preferred
- 3-5 years previous experience in a technical project environment
- Background in Technical Writing desirable
- Strong computer literacy and organizational skills
- Proficiency with Microsoft Office and Engineering Software packages

- Strong attention to detail as required for accurate document preparation and good database management
- Excellent reading, proofreading, editing and technical writing skills

Prometheus Energy is committed to equal opportunity employment and does not discriminate on the basis of race, religion, creed, color, national origin, physical disability, veteran status, sex or age.

Personal fit and style are important success credentials in this dynamic work environment. As a member of an exciting team of professionals you must be a strong team player, self motivated and possess excellent interpersonal and communication skills. The desire for continuous learning and a willingness to tackle new challenges are personal attributes that will contribute to your success at Prometheus Energy.

If you meet the above requirements and are interested in working with our organization please email your resume, to Careers@prometheus-energy.com.