



## Administrator, Document Controls Position at WDBA

### Company Profile

Windsor-Detroit Bridge Authority (WDBA) offers a unique opportunity to make a lasting contribution to the largest bi-national infrastructure project in North America today – the Gordie Howe International Bridge. Join our Canadian Crown corporation in fulfilling our mandate to build and operate this new international bridge at the busiest commercial land border crossing between Canada and the US.

The Gordie Howe International Bridge project is a once-in-a-generation undertaking. Worth \$6.4 billion (CDN), the project includes the delivery of four major components: the longest cable-stayed bridge in North America, the largest Canadian and US Ports of Entry (POE) along the Canada-US border, and a new interchange creating a direct connection into the Michigan Interstate system.

### About this Opportunity

As a member of the Capital Delivery Department and reporting to the Manager, Project Controls, the Administrator, Document Controls is responsible for the overall management and workflow of documents between WDBA and external partners process relevant documents from external partners, including receiving, tracking, disseminating documents internally, as well as conduct follow-ups to ensure effective communication, project management and compliance.

### Position Requirements

- Bachelor's degree in Engineering, Commerce or Business Administration or an equivalent combination of a diploma program and practical experience
- Membership and/or certification in EMC (Enterprise Content Management) and/or ARMA (American Records Management Association) is an asset
- Minimum 3 years' construction electronic document management software experience, eBuilder preferred, or a similar electronic document management system
- Experience in electronic document management on large construction projects and/ or working within engineering teams, preferred
- Ability to manage multiple electronic documents concurrently to ensure workflow management of living documents and handle a variety of responsibilities while maintaining strong attention to detail
- Demonstrated problem-solving and analytical skills
- Excellent organizational and time management skills
- Ability to work independently and collaboratively with a team
- Demonstrated ability to effectively and professionally communicate orally and in writing ensuring tact and diplomacy
- Electronic document control software experience
- Intermediate MS Office skills
- Knowledge of document control work processes and utilization of electronic systems for document management, as well as procedures related to document management
- Thorough knowledge of data base concepts and project related software for efficient and effective application in document control work processes
- Ability to obtain a [Government of Canada Personnel Screening/Security Clearance](#)
- Ability to travel within Ontario and Michigan
- Hours of work may include evenings and weekends

## Working at WDBA

Our work offers a perfect balance of reward and challenge. Here are some of the amazing advantages of being part of our team:

- Work with dedicated and collaborative colleagues on a once-in-a-generation project
- Receive full-time employment, this role is being offered as a 12-month fixed-term contract
- Receive a competitive compensation package. This position has been rated at a Salary Level 3 (\$63,685 to \$95,527) in WDBA’s Compensation Framework
- Have the opportunity for ample growth and development, including paid training options
- Be rewarded for being a high performer through our employee performance review program
- Join one of our many employee-led committees, including supporting the continued development of diversity, equity and inclusion within the workplace
- Enjoy a comprehensive health and dental package starting on your first day, including short-term and long-term disability benefits
- Be part of a defined contribution pension plan offered with up to 9% employee/employer match
- Discuss with your manager hybrid and flexible work options available, including a mixed remote and in-office work environment and flex-scheduling
- Take advantage of our extensive paid time-off benefits (vacation, personal days, volunteer day, and paid statutory holidays)
- Learn how we support “disengagement” as part of our corporate culture to achieve work-life balance
- Engage directly with our passionate and experienced leadership team

## How to Apply

Qualified applicants may apply [HERE](#) or email their resume to [recruitment@wdbridge.com](mailto:recruitment@wdbridge.com) up to and including **April 17, 2025**. Please quote file **#WDBA-265**. Resumes must be submitted electronically and are only accepted in MS Word or PDF format.

Although all applications are appreciated, only those candidates selected for an interview will be contacted.

This is a general position summary for a role vacancy at WDBA. A formalized job description or position outline is used to determine that the hiring goals and requirements for each WDBA position are achieved through a standard competition. The full position outline is provided to candidates selected to participate in the interview process and is to be accepted at the time of hire.

WDBA values talent and diversity as cornerstones of our success and is committed to creating a diverse and inclusive workforce that is reflective of our community and country. To support this commitment, we encourage applications from people of all races, ethnic origins, religions, abilities, sexual orientations, gender identities or expressions.