

Document Specialist – SJBG

Advantage Point Group, Inc. (APG) is seeking to add a detail-oriented and organized hybrid remote Document Specialist to our team. The ideal candidate will be responsible for managing, organizing, and maintaining documentation in compliance with industry standards. This role is crucial for ensuring that all documents are accurate, accessible, and aligned with quality management practices. The Document Specialist will work closely with various departments to support administrative tasks and enhance document management processes.

Duties

- Checking AutoCAD facilities drawings in and out of a Product Lifecycle Management (PLM) system.
- Creating SketchUp (SKM) files and project folders for suppliers
- Manage and maintain document control systems in compliance with client quality control standards.
- Organize and categorize files for easy retrieval and reference.
- Review and proofread documents for accuracy, clarity, and adherence to company guidelines.
- Collaborate and interact with engineering suppliers and client on technical projects by email and phone.
- Assist in the development and implementation of quality management processes related to documentation.
- Utilize Microsoft Office, AutoCAD, SKM, PLM and other document management systems for effective data management.
- Ensure all documentation is up-to-date and properly archived according to company policies.

Skills

- Proficient with Microsoft Office,
- Basic familiarity with drafting, CAD (AutoCAD or Revit), SketchUp (SKM), the process of building construction and building plans/drawings.
- Proficiency with PC computers, document management systems, Product Lifecycle management (PLM), and/or file organization techniques.
- Quality Control and knowledge of quality management principles.
- Excellent administrative skills, including the ability to manage multiple tasks efficiently and handle repetitive tasks daily.
- Strong organizational skills with keen attention to detail.
- Excellent written and verbal communication skills.
- Proven proofreading abilities to ensure high-quality documentation.
- Customer Service skills
- Experience with building construction, engineering and technology, with the ability to convey complex information clearly.
- Competence in data management practices, ensuring accuracy and accessibility of information.

- 2-year associates degree.

Join our team as a Document Specialist where your expertise will contribute significantly to our operational excellence!

Job Type: Part-time

Pay: \$22.00 - \$35.00 per hour

Expected hours: 20 – 30 per week

Schedule:

- 4-hour flexible day shift with hours that could vary sometime between 6-4pm.
- Monday to Friday
- No nights
- Planned start date: March 3, 2025

Work Location: Hybrid Remote - Must be within 45-minute drive from St. Paul, MN

Why APG?

Join a growing company with a reputation for interesting projects, a commitment to professional development, and a supportive work environment. Enjoy the convenience of the location, competitive pay, and a culture that values your contributions.

In Our Employees' Own Words:

"Opportunity for professional growth is evident."

"The company values and invests in its employees."

"Challenging projects keep me engaged."

"Our team is collaborative and supportive."

"APG provides a platform for career advancement."

Apply now!

Contact Paul Esch, Human Resources Manager, pesch@apgroup.net

Advantage Point Group, Inc. (APG) is an engineering consulting firm that has provided field and engineering services, construction, and project management, including architecture and design, mechanical & electrical engineering since 1983. www.apgroup.net