Skills

Key skills for success in this position include:

- Organization
- Detail
- Development
- Collaboration
- Categorization
- Connections
- Design
- Management
- Implementation
- Process

Qualifications

A wide variety of degrees that highlight professional capability are relevant to this position, such as:

- a B.A. or B.Sc in Library Science
- a completion of a 2-3 year college program in information or records management tech, or equivalent in-house training
- Several years of experience in a records management or design and construction environment

Learn More

Want to learn more? The Canadian Job Bank offers information on wages, prospects, jobs, training requirements, and more:

Canadian Job Bank - Records Technician

TI Corp Careers: www.ticorp.ca/career/

Connect with us on LinkedIn:
www.linkedin.com/company/ticorp/

Exploring a career in...

Document Control

Records management technicians operate and maintain systems for the collection, classification, retrieval, and retention of records, images, documents, and information. The field of Document Control serves to organize these records in a trackable and retrievable way during the execution of a project. These specialists are employed throughout the private and public sectors.

BROADWAY SUBWAY PROJECT

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Spotlight on...

Yamania Lacayo

B.A., CAPM Candidate

Document Control Coordinator, Broadway Subway Project

Yamania has over 14 years of expertise in the niche field of Document Control. She is ultimately responsible for coordinating documentation and submittals on major projects, including the 2.83 billion dollar Broadway Subway Project. Yamania held the position of Lead Document Controller, processing and guiding submittals from project start through closing. More recently, she has worked as Project Coordinator for final deliverables, collaborating with the design team to ensure documentation requirements were met and project milestones were achieved. Previously, she was also a key part of the Document Control team on other major projects.

in www.linkedin.com/in/yamania-lacayo-22b986b5/

Yamania has worked extensively across mining, hydro-electric, and transportation projects across BC. Her rich experience across multiple projects in one province has allowed her to understand document control procedures and best practices in various industries, and how careful management of information can support the forward progress of a project. Two stints working abroad provided further insight into how Document Control is done outside Canada as well.

Yamania has worked in positions of high responsibility at SNC-Lavalin, on the Evergreen Line Project and on the John Hart Generating Station Replacement Project, as well as on two mining projects with Barrick Gold. She was also part of the start-up team for a generating station refurbishment project located in Ontario, which provided insight into a different type of project model.

The part of her job she values the most is being able to support the team and her counterparts as they all work to accomplish goals together. She also deeply appreciates when the team trusts and understands the Document Control system and considers her work an asset to theirs.

Yamania has a Bachelor of Arts in Speech Science (UBC) and is a CAPM candidate. Much of her career path followed Happenstance theory, with her career launching as a Records Clerk, then moving into Document Control in a mining company. At this juncture, and having always had an eye for details, she was able to determine that this career route was a best fit, and continued to use relevant, current training and collaborative synergy as leverage to move into lead positions, further accelerating her career path.

Being a Document Controller means being responsible for organizing information in a predictable and mutually agreed framework. This allows end users to easily find and understand the progress of documentation, as the "truth" of the project. With this established framework, users can make informed decisions that progress the project. Whereas end users are concerned with the content of documentation, Document Control is concerned with its form and how to represent its status in the project lifecycle. Document Control must also always keep Records Management requirements in mind as they will come into play at the end of the project and beyond.

"Attention to detail is crucial; however so is the ability to recognize when a process requires modification for the benefit of the project. We have to see both the forest and the trees."

"You can think of us as your friendly project librarians."

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