

Document Control Specialist

San Francisco Bay Area applicants are strongly preferred for the following position.

An Oakland, CA-based professional consulting firm seeks a detail-oriented, focused, driven and efficient Document Control Specialist preferably with experience in public transit projects to provide full-time support for the management of projects in the San Francisco Bay Area. Project durations are expected to be from six months to one year. If you want to work with and support a wide variety of projects and people as required, this job is for you. The pay is competitive.

Acumen's mission is to improve transportation infrastructure and mobility throughout the world. Join us in our mission!

The ideal candidate will perform the following tasks:

- Complete and process all incoming and outgoing documents in the document control database, including electronic logging, scanning, distribution and storage needs.
- Establish and maintain a listing of all materials stored in the electronic and physical project library.
- Configuration management activities relevant to identification, control, and accounting for specification and change documents directly related to the assigned project.
- Track Project/Program contracts, the life cycle of Drawings with all revisions, and the life cycle of RFIs and submittals.
- Independently manage other day-to-day tasks related to document management and records management.
- Schedule and attend meetings and prepare meeting minutes.
- Update project document control procedures.
- Perform additional duties and tasks as assigned by the client's project-management teams.

Desired experience and skills include the following:

- Hands-on experience in the above-listed activities
- Experience with document storage and control systems, such as SharePoint, Google Drive, One Drive, ProjectWise, Aconex, Prolog, Primavera Contract Manager, and DOORS
- Experience with engineering, architectural, and construction documents (e.g. maps, drawings, technical specifications) experience is preferred
- Strong communication skills and understanding of technical terminology

You must use the APPLY link below to apply for this position. The link will direct you to the Careers Portal on our website. Please submit your cover letter describing why you are the ideal candidate for the position and your resume. Please submit your documents in Microsoft Word format.

[APPLY](#)