



Established in 1995, Ontario, Cambrian Solutions is a vibrant sales and marketing company with a primary focus of supplying globally-sourced raw materials and chemicals to our expanding range of customers across Canada. We are a dynamic group of growth focused individuals who pride ourselves on our technical and solutions-oriented approach to our customers' needs.

Cambrian offers a competitive salary in addition to a positive and collaborative corporate culture. We believe in developing people as well as growing our business and make this philosophy a priority. Our head office is located in Oakville, Ontario. Please visit our website at www.cambrian.com to learn more about us.

<u>Position Available:</u>	Document Control Coordinator
Type of Position:	Permanent Full-time
Reporting to:	Regulatory and Quality Manager
Primary Location:	Oakville, Ontario
Office Hours:	8:30am – 5:00pm, Monday to Friday

General Summary:

The Document Control Coordinator will be responsible for the maintenance of Cambrian's product documentation system. Documents will be reviewed to meet Cambrian's requirements including adherence to internal standards and regulatory requirements. This role will involve compiling quality information packages in response to customer requests, sending document change notifications and issuing compliant product information including labels and safety data sheets (SDS). In addition, this role will provide assistance to the Sample Coordinator and ensure sample orders are completed according to regulatory requirements, with a high level of service and are properly documented. This role will require interaction with suppliers, customers and commercial divisions to ensure documentation is available and meets industry expectations. The Document Control Coordinator will report to the Regulatory Affairs and Quality Manager and will complete special projects involving regulatory and quality, as required.

Major Tasks and Responsibilities:

Document Control

- Develop a system to ensure documentation for all commercial divisions is kept up-to-date and available for customers, service suppliers (i.e. warehouses, blenders, etc.) and regulatory agencies.
- Coordinate filing and archiving of supplier and product documentation.
- Respond to customer requests for documentation and quality information.
- Use label and documentation software to build and complete new product documentation and labels such as Safety Data Sheets and WHMIS 2015 (GHS) labels.
- Monitor and control release of current label and SDS versions.
- Issue customer change notifications regarding documentation updates, as required.



Regulatory/Quality Compliance

- Work with the Regulatory Affairs and Quality Manager to streamline the documentation process and provide proactive customer updates.
- Ensure documentation is complete and meets regulatory requirements.
- Train with the Regulatory Affairs and Quality Manager to develop regulatory awareness and ensure documentation and customer responses are of highest quality.

Sample Control

- Assist the Sample Coordinator to ensure product samples are shipped to customers in a timely manner.
- Work with the Sample Coordinator to organize and log inbound samples into inventory and sample spreadsheets.
- Provide backup coverage for sample control, maintaining high level of customer support during any staff absence

Required Knowledge and Skills:

- Proficiency with Microsoft Office products. I.e. Word, Excel, PowerPoint.
- Understanding and experience using Adobe Writer.
- Attention to detail with a focus towards continuous improvement.
- Strong organization and time-management.
- Good problem-solving abilities.
- Professionalism and strong interpersonal skills.
- Excellent teamwork and reliability.

Education and Experience:

- Degree / diploma in science or related field.
- Training and experience in quality assurance and regulatory compliance an asset.
- WHMIS training an asset.

If you are interested in joining our team, please forward your resume and cover letter to careers@cambrian.com, Attn: Document Control Coordinator