



## INTERNAL POSTING

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Athabaskan Resource Company Inc. and their affiliate survey firm USW Surveys FM Ltd. are based in Fort McMurray with a satellite office in Calgary. We are a dynamic engineering and surveying company providing a wide range of services including mine site, construction, industrial and municipal engineering and surveying to the public and oil sands energy sectors.

We are inviting resumes from individuals who are looking for a career opportunity as a:

### **Data Integrity/Document Control Technician**

#### Job and Skill requirements (but not limited to):

- Verify the accuracy of Daily Reports, LEM's and FLRA's.
- Enter Daily Reports into AccPac.
- Collect Daily Reports and LEM's for invoicing purposes.
- Verify job details in Accpac to collected LEM's and Daily Reports.
- Maintain list of unsigned LEM's.
- Call relevant staff for the signed LEM's or Missing FLRA's.

We are offering excellent wages for the right candidate, with a top of the line benefit and pension package. As we are a growing company, opportunities for horizontal and vertical advancement could become available.

Attention: Human Resource Manager  
Email: [resumes@athabaskan.com](mailto:resumes@athabaskan.com)