



STANDARD OPERATING PROCEDURES (SOP) COORDINATOR

Established in 2011, VersaPile Inc. has grown to be Manitoba and NW Ontario's leading helical pile contractors and a top 3 piling contractor in the Province. Experiencing steady growth of 20+% year over year VersaPile has helped thousands of customers in a wide range of sectors.

The scope of work VersaPile performs is becoming more and more weighted towards high capacity helical piles in the industrial, agricultural, commercial and utility sectors and we are looking at unprecedented growth in the coming year. As our business grows as does our need to document, systematize and train in an efficient and effective manner.

VersaPile is seeking a Standard Operating Procedures (SOP) Coordinator to champion the documentation and systemization of the "VersaPile Way". The SOP Coordinator is an administrative position which reports directly to the General Manager.

The SOP Coordinator will lead the efforts to develop, document, and drive the activities around creating and managing the SOP's associated with VersaPiles internal and external business, operations and customer experience.

The successful candidate will act as the primary point-of-contact for all SOP processes, maintenance and enhancement of an internal shared document system as well as develop and conduct SOP training. The SOP Coordinator will interview and shadow staff and other relevant stakeholders to drive the creation of manuals for each role and, for field installers, manuals for each major type of project.

The SOP Coordinator will possess the following qualifications/capabilities:

- Excellent English written communication skills;
- High aptitude for documenting activities and distilling them down into simple and effective SOPs with written directions, demonstration videos and/or pictures.;
- Ability to create training materials and presentations around SOPs;
- Strong organization skills with an ability to make it "easy" to find and follow SOPs on a cloud document storage system such as Google Drive;
- Aptitude to take videos and notes to effectively capture processes; and
- Basic video editing skills as well as photo editing/graphics skills.

The successful candidate must possess a valid class 5 driver's license and the ability to get to our office at 2046 Van Gorp Rd, Ile Des, Chenes, MB.

If you are qualified and attracted to an opportunity to play a key role in a growing company, please submit your application in the strictest confidence to debbie@versapile.com. For more information regarding this opportunity, please contact Debbie Cowan via email.

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