



Acme History

Acme Analytical Laboratories (“Acme”) has a long history of serving mining and exploration customers. Over history Acme has built a reputation for excellent value with a combination of innovation, automation and the right people. Today, Acme is a multinational laboratory service company, providing its geochemical and assaying services to mining and exploration companies, geologists, investors and stock exchanges.

Employment Opportunity

We are currently recruiting for the position of **Software Training and Documentation Officer** for our **Vancouver** facility. Various duties for this position include, but not limited to, training employees in software usage and ensuring all documentation relating to training and/or quality control is kept current, updated and correctly distributed to various branch offices.

This is a full-time position. Working some weekends during off-hours may be required.

Qualifications:

- Minimum completion of college
- 5+ years of current experience presentation and training
- Fluent in English, Spanish and Portuguese, written and verbal
- Excellent computer skills
- Familiarity with ISO 9001 documentation protocols an asset
- This position demands continued innovation and education, problem solving and decision making skills, exceptional interpersonal and organizing skills plus knowledge and use of best practices in training others.
- Must be able to travel as this position will be required to provide training to employees located both outside Vancouver and outside Canada.
- Fast-paced environment that requires the ability to work under pressure with tight deadlines

Remuneration:

- Negotiable depending on knowledge and experience

Interested candidates should send resumes and cover letters via e-mail to hrdept@acmelab.com. Please state the job title in this posting in the subject line. ***Please note that drop-in applications and e-mail applications without the job title in the subject line will not be accepted.***

We would like to thank all interested parties that have submitted resumes but only qualified applicants will be contacted for an interview.