



JOB DESCRIPTION

Engineering Assistant/Document Control

JOB SUMMARY

Oversee the operation of Engineering document control to ensure that the correct version of appropriate documentation is always available for use.

Shepherd the Engineering Document change process from request to completion.

REPORTING TO:

Engineering Manager

ESSENTIAL JOB FUNCTIONS

- Maintain and control Engineering documents.
 - Sales drawings
 - Manufacturing drawings
 - Drawing & model templates
 - Industry, customer, & internal standards
- Support Engineering change process
 - Maintain a record of ECR status from approval to release
 - Maintain revision alignment with ERP data
 - Communicate status of documents to affected departments
- Transition to and maintain documents in electronic form as appropriate
 - Manufacturing Review documents
 - Scan and log ECR packages
 - Scan, log, & index Source Control Drawings
- Provide support as needed for model/drawing changes
- Adhere to quality standards as established.

ABILITIES AND SKILLS

- Working knowledge of Engineering Change Management
- Microsoft Office literate, Word & Excel in particular
- SolidWorks capable (CSWA certification a plus)
- Working knowledge of AS 9100 quality system a plus
- Ability to work independently within a fast-paced environment
- Strong collaborative and interpersonal skills

EDUCATION AND EXPERIENCE

- Associate Degree in Engineering or technical field or equivalent.
- Five years' experience in document control in a manufacturing environment.