DOCUMENT CONTROL ADMINISTRATIVE ASSISTANT

# of Positions: 1  
Duration: Full Time Regular  
Shift: First Shift (Day) 8:00am to 4:30pm (1/2 hr. unpaid lunch)  
Hours per week: 40 (overtime as needed)  
Start Date: 03/23/2015 (tentative)

GENERAL JOB DESCRIPTION:

Responsible for the collection, maintenance and distribution of all documents necessary to define product configuration and control manufacturing processes that insure conformance to customer requirements. Develops and maintains a comprehensive filing system and computer database for all documents to be retained in the document control center; manages the operation of the document control center to ensure that all users have the latest revision of appropriate documentation in a timely manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collect and maintain files of the latest revision level documentation necessary to define product configuration and control manufacturing processes
- Maintain a computer database of all filed documentation that ensures fast retrieval of documents.
- Review, print and timely distributes the latest revision level documentation to all appropriate users and ensure removal of obsolete documentation from distribution.
- Responsible for digital submission of drawings via various customer web interfaces
- Correspondence/handling customer issues including distribution and resubmittal of revisions
- Seek out and complete methods to continually improve processes
- Perform related duties as assigned by supervision
- Safety and housekeeping

EDUCATION AND EXPERIENCE:

- High School Diploma, or equivalent
- 1 – 2 years’ of related experience in fast-paced office environment, print or copy shop environment.
- Experience in digital records management in a manufacturing environment (Not required, but preferred).

JOB KNOWLEDGE, SKILLS AND ABILITIES:

- Maintain a customer-focused perspective in all activities initiated to ensure that customer needs are successfully met
- Develop professional and process expertise to provide improved assistance to internal and external customers
- Basic reading and comprehension skills
- Have good communication skills, both written and verbal
- Have good technical publishing and organizational skills
- Have keen attention to detail
- Have working knowledge of ERP production system, preferably Syteline
- Familiar with general office practices and procedures
- Able to operate a computer, and other standard office equipment
- Able to work with the following programs on an intermediate level: Adobe Acrobat, Microsoft Word, Excel and Outlook; as well as Internet Explorer and Windows
- Able to understand and work with customer websites
- Able to maintain effective working relationships with staff and those encountered in the course of work
- Able to carry out detailed written or oral instructions
- Able to understand proper handling of all paperwork required in department, including reporting of time
- Able to manage a number of projects at one time with frequent interruptions
- Able to function and concentrate in a busy, noisy environment
- Knowledge of engineering drawings & documentation not required, but preferred