



JOB DESCRIPTION

Job Title: Document Control Technician
Department: Completions
Reports to: Manager of Document Control

Essential Functions and Key Responsibilities:

- Creates and reviews work instruction job cards.
Filing and organizing critical documents.
Works with Production to ensure they have the correct information.
Acts as a liaison between Engineering and Production.
Complies with all company policies, procedures and safety requirements.
Performs other duties as assigned by Manager of Document Control or Director Engineering.

Supervisory Responsibilities:

- None

Qualifications:

- High School Diploma or equivalent. Must be familiar with engineering documents (Drawings, BOM's, Parts Lists, etc.)
Must have basic AutoCad knowledge and technical writer experience.
Must have excellent written and comprehension skills.
High proficiency in Microsoft Office, especially Excel
High organizational skills.
Problem analysis and problem resolution.
Good interpersonal and communication skills.
Strong team player.
Commitment to company values and ethics.

Physical/Work Environment:

While performing duties of job, employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls: reach with hands and arms; talk and hear. Employee must occasionally lift and/or move. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. May be exposed to hazardous chemicals. Work around machinery with moving parts. Specialized PPE may be required. The noise level in the work environment typically is usually moderate.

Approval:

Area Manager / Supervisor

Signature: Title: Date:

Human Resources

Signature: Title: Date:

This job description will be reviewed and updated periodically.

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