

Document Control Quality Specialist

Job # 330

We're a close-knit group that enjoys working with each other in an entrepreneurial environment. As a key member of our team, you won't feel as if you're nothing more than a minor cog in the wheel of a large bureaucratic company. We are located in the Chatsworth area and have an immediate opening for a Document Control Quality Specialist to join our team.

The Document Control Quality Specialist will ensure the preparation, approval, release, distribution, change, access, and storage of all documents that control product configuration and manufacturing processes conform to internal procedures and customer requirements.

Duties include but not limited to:

- Assure that all Engineering Change Notices (ECNs) are appropriately reviewed and approved, assuring only approved and complete packages are released.
- Enter and validate engineering data in Enterprise Resource Planning (ERP) and Product Data Management (PDM) systems through all phases of the design lifecycle.
- Maintain accuracy and consistency between Engineering BOM and Manufacturing BOM.
- Coordinate with the QC Manager the overhaul of our document control system (procedures, processes, templates, etc.)
- Gate keeper of the document control rules and procedures.
- Ensure documentation compliance with AS9100 standards and other regulations.
- In support of Quality Control, develop and lead continuous improvement efforts for document control.
- Work closely with Purchasing, Production, and Program Management to ensure smooth transition from Engineering to Production.
- Perform other duties, tasks, and responsibilities as assigned.

Tasks Consist of:

- Deliver prints
- Verify folders have correct documents
- Data entry, Item cards and Bill of material updates
- Regularly check folders for forms to process
- Regularly check Email requests
- Release drawings
- Create PDF's
- Change state of drawing

Document Control Quality Specialist (cont'd.)

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Requirements:

- Degree/Certificate or equivalent combination of relevant education and work experience that will allow successful performance of job expectations.
- 2-4 years of document control experience or related experience in a manufacturing environment.
- Must have basic understanding of design and drafting standards required for the check and release of engineering drawings.
- Experience with production process and production schedules.
- Strong Organizational skills
- Proficient with Microsoft Office, Adobe, and Enterprise Resource Planning (ERP) systems
- Experience with interpreting set-up sheets, work orders and routers a plus.
- Experience with Engineering Product Design Management (PDM) software highly desired
- Microsoft Dynamics NAV, SolidWorks and / or AutoCAD a plus.
- Position may require some local driving
- Physical Requirements of this position requires ability to walk, sit, talk, see, stand, use hands, reach, some lifting.

Photo-Sonics, Inc. is an Equal Opportunity Employer - All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.

Affirmative Action/EOE

To be considered for the position, please contact Ms. Elena Becerra in the HR Department. Please send a copy of your resume to Elenar@photosonics.com.