



Document Control Specialist- Vista, CA

At Solatube International, Inc., we pride ourselves on manufacturing the world's #1 Tubular Daylighting Device. Our ability to accomplish this goal is based primarily on the people we hire. We look for adaptable, self-motivated, passionate, creative team players. If this sounds like you, why not bring your talents and skills to Solatube International, Inc.?

We are in search of a Document Control Specialist to join our team. The right candidate will be an experienced and talented individual who has polished interpersonal communication skills, excellent negotiating skills and loves to work in a multi-team environment. Solatube International, Inc. offers a unique environment that fosters individual growth and rewards performance. You'll be surrounded by people who are passionate about what they do.

The Document Control Specialist will maintain and control documents produced by Engineering, Product Development and Operations. You will manage and coordinate documentation and projects from inception to completion. On a day to day basis, you'll manage engineering change orders, collect necessary data to route approvals, ensure all data/drawings/specifications and part structures are complete in the development and process of ECR and ECO's. You will also create and maintain Bills of Materials (BOM's) to ensure accuracy in materials, costs, and all relevant parts affected.

Responsibilities

- Review component drawings and related specifications for completeness. May revise or edit drawings as needed. May develop specifications and related documents
- Understand all material processing systems and the relationship to B.O.M structures
- Collect and maintain data and history related to Bills of Materials
- Supply information and documentation to internal staff or other departments within company as needed
- Manage engineering change orders and deviations. May initiate, then review, process and ensure change orders are processed accurately, timely and communicated to all departments as required
- Collect necessary data to route approvals to support a product or on engineering change orders
- Ensure all relevant data, drawings, specifications, and part structures are complete in the development and process of ECR and ECO's
- Create and maintain Bills of Materials, to ensure accuracy in materials, costs and all relevant parts affected

Requirements

- Associate's Degree in Engineering or equivalent work experience
- 3-5 years of experience in Manufacturing, Project Management or Engineering Documentation
- Communication skills with ability to read, analyze, and interpret general business documents, technical documents or procedures, drawings or governmental compliance documents.
- Ability to effectively present information and respond to questions from groups of managers, clients, and customers.
- Ability to effectively multitask, prioritize and meet deadlines
- Intermediate use of Solidworks and MS Office Suite

Benefits

- We offer growth potential for motivated professionals, great compensation, and full benefits including matching 401k, dental insurance, medical insurance, pre-tax accounts for health care, paid sick time, and paid company holidays.

* Solatube International, Inc. is an Equal Opportunity Employer. Employment contingent upon successful completion of background investigation. Drug-free work environment. Only candidates whose profiles closely match requirements will be contacted during this search.