



Rantec Power Systems Inc.
Los Osos, California

JOB DESCRIPTION

Title: Documentation Control Administrator

Date: April 2024

Department: Quality Assurance

FLSA Status: Exempt

Reports To: Document Control Manager

Scope

Maintains and controls “requirements” documents for the company. Serves as the principal liaison between Engineering, Operations and QA regarding processing and controlling documented design and procedure changes.

Essential Duties and Responsibilities

- Distribute new Dwgs or newly changed Dwgs to production, and retrieve the old revision, updating the Controlled Docs Database as new and updated drawings go out.
- Process outgoing job folders (add BOMs, Dwgs and AIs to the WO packet) and when jobs are completed you receive back Job Folders and “de-process” them.
- Calibration Administrator – Schedule Onsite Calibrations, send out items for calibration to correct suppliers, send out Monthly Calibration Emails, Update the Calibration Database. (both sites)
- Participate in Internal Audits
- Scheduling and Organizing ICP Certified Trainings; Ordering trainings and coordinating an offsite location (both sites)
- Scan WO's and/or PO's
- Support the Quality Team where needed.
- Upload test data to specific customers.
- Create and send out DocuSign's.
- Ability to work in a safe professional manner adhering to all regulatory requirements including OSHA, EPA, State and Federal Regulations.
- As the Company's success relies on the productivity of our team and adherence to customer product schedules, an essential function of this position is the ability to arrive to work on-time, and work each day, as scheduled.
- Perform other duties as assigned

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires access to our export-controlled commodities, technical data, technology and services. These items are restricted under the International Traffic in Arms Regulations (ITAR) to U.S. Citizens, Lawful Permanent Residents of the U.S. and properly licensed foreign persons. Therefore, employment is contingent on compliance with ITAR regulations and successfully obtaining and maintaining the necessary export authorization license from the U.S. Department of Commerce's Bureau of Industry and Security, U.S. Department of State's Office of Defense Trade Controls, or other applicable government agency.

Education/Experience

- High School diploma required. Undergrad college experience preferred.
- Experience with configuration process controls, preferably in an Aerospace design and manufacturing environment.
- General knowledge of bills of materials, assembly drawings, parts lists and schematics, revision status and controlled documentation.
- Computer keyboard work with high accuracy.
- Must be detail oriented with precision, accuracy and timeliness. Especially when updating documents on server in in 'Arch Doc Control" and "Doc-E-Vault" folders on server and in "Alliance" MRP system.
- Must have an organized and orderly approach to work processes.
- Strong knowledge and skill when using Microsoft Office and Adobe Acrobat.
- Excellent communication skills both written and verbal. Professionalism when sending emails to suppliers and among company employees and answering the phone.
- Multi-tasking ability.
- Dependable assertive self-starter, that works with all functions of the organization and team.

Physical Demands

The physical demands described here are representative of those to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee needs to be able to sit, stand and move about the inside of the facility to manage the workforce.
- Operates a computer and other office productivity machinery, such as; calculator, copy machine, printers, etc.
- Lifting and handling of boxes and/or materials up to a maximum of 25 pounds occasionally, and 10 pounds on a regular basis.
- Specific vision abilities required by this job; close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Rantec is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or status as a protected veteran. Rantec will consider reasonable accommodation to its policies for employees and applicants due to sincerely held religious belief.