



Position Title: Document Control Manager

Immediate Supervisor Title: Vice President of Engineering and Technology

Department: Engineering

Location: Exton, PA

FLSA Status: Salaried Exempt

Brief Summary of Position Purpose:

The Document Control Manager is responsible for planning, designing, implementing and supporting the Document Control solutions at Neutronics. The successful candidate must be able to organize and lead Document Control projects of varying complexity and size. Duties include creating new, and editing existing Word, and Excel documents, as well as creating new and making changes to 2D and 3D drawings. This position is in Exton PA and will be responsible for supporting Document Control activities at Neutronics.

Essential Functions:

- Document Management
 - Develop and implement document handling, storage and control procedures
 - Work with process owners to facilitate established process and procedures
 - Assist in developing written procedures for product manufacturing
 - Keep company documents orderly and secure.
 - Assess, define and migrate towards process standardization between company locations
- Maintain and Support Current Document Control Systems including PLM/ePDM
- Other Duties as Assigned

Education/Training/Certifications:

- High School degree required
- Enterprise PDM or similar PDM/PLM system experience is a plus
- 2D and 3D CAD training is a plus

Experience:

- Minimum 3 years of Document Control experience
- Proficient with a 2D CAD tool, SolidWorks, AutoCAD or DraftSight preferred
- Experience managing ECR, ECN, ECO change procedures is required
- Experience with maintaining Bills Of Materials (BOM)
- Experience with an Enterprise Resource Planning (ERP) system
- Demonstrated ability to manage documents across technical and functional disciplines



Required Skill Sets: (e.g., computer skills, communications, math, etc.)

- Proficient with Microsoft Office Suite products; Word, Excel, and Outlook
- Responsive to department needs with a high attention to detail
- Excellent time management skills with the ability to multi-task and prioritize responsibilities
- Proven ability to plan and manage work load
- Effective interpersonal and communication skills, both verbal and written
- Demonstrated proficiency with document control
- Ability to work independently as well as within in a team
- Ability to communicate on technical and non-technical matters

Physical Demands: (e.g., lifting, travel, etc.)

- Position requires concentration, accuracy, and focused mental effort
- Works in normal office environment with occasional exposure to light manufacturing
- Occasionally lift, carry, push or pull up to 20 pounds
- Minimal travel required

Pursuant to the Americans with Disabilities Act (ADA), reasonable accommodations may be made to enable qualified individuals to perform the essential functions of this job.

AA/EEO/M/F/D/V