



## **Document Control Coordinator**

**EMPLOYMENT AGREEMENT:** Non-Exempt

**ADVISOR:** Director of Quality Services

### **PRIMARY CHARACTERISTICS:**

- **Principles:** Supports and models the company's principles that are identified in the Declaration of Belief and Direction Statement, in all areas of conduct and business.
- **Team Work:** Create a positive, energizing, and rewarding environment for all Coworkers. Work closely with other Reell facilities, functional leaders and coworkers to achieve broader corporate goals.
- **Professionalism:** Displays professionalism to all Reell constituents by the actions, attitudes and work style displayed. Displays appropriate professional dress.
- **Pleasant Demeanor:** Treats people with dignity and respect and always displays a pleasant demeanor when greeting guests.
- **Communication:** Demonstrated written and verbal communication skills that assist in getting the required information needed to create useful and concise documentation.

### **KEY RESPONSIBILITIES:**

- **Quality System Documentation:** Supports/assists with the creation of standard operating procedures, work Instructions, forms/records, and maintains architecture of Reell's quality management system (QSYS). This includes communication with Reell global sites to assure integrity of the quality management system. Track and monitors SOP requests and approvals.
- **Manufacturing Data Management:** Responsible for updates on all Mfg. work instructions, SPC and Mfg. Intranet site. Interpret drawing and BOM/work order revisions and update affected documentation to assure the quality of products and processes. Works with the Production Supervisor in the architecture and management of all manufacturing work instructions and supporting forms/records. Assures timely completion of ECO/ECN/DCN activities. Works with Manufacturing, Quality and support Engineering to resolve ambiguity in ECN/work instruction updates. Performs weekly lot traceability audits of manufacturing work orders/OSP orders to monitor the effectiveness of the lot traceability system. Scanning and filing maintenance on all completed work orders/OSP orders and manages the accuracy and protection of lot traceability records.
- **ECN Status:** Issue weekly ECN status reports as requested.
- **Customer Certification Documentation:** Assists with the creation and maintenance of customer required documentation including Part Production Approval Process (PPAP), preparation of PFMEA packets for quality engineers, certificate of compliance, etc.
- **Product Life Management software (PLM):** Assist PLM Administrator, Quality Engineering and Global Quality Systems Compliance Manager with the implementation and on-going use of the PLM system.
- **Nonconforming Product Process:** Assists manufacturing, quality and engineering in responding to internal and customer quality problems. Assists with containment of quality issues through the discrepant product disposition (DPD) process. Reviews lot traceability records and summarizes lot records in a format that can be used for analysis and/or containment of a quality issue. Able to

accurately compile and report lot usage using the lot traceability procedure and containment checklist for more complex issues.

- Inspection/Audit: Assists quality team in performing inspections and audits as needed such as visual inspections, monitoring correct counts, and required measurements are properly done and special audits to monitor and/or verify problem resolution.
- Calibration: Responsible for assisting the Manufacturing Quality Assurance Auditor with performing calibration of company measuring equipment and gages used for product acceptance. Responds to out of tolerance conditions in a timely manner. Issue monthly Calibration status reports as requested.
- Reports: Generates data reports as required to support business functions and management.
- Intranet Support Services: Responsible for the maintenance and improvements of the Manufacturing intranet sites, Department Aid, and Quality System Site. Manages Operations and its SharePoint permission rights.
- Project Management: Manages and/or supports specific projects as assigned for the execution of operations goals. Facilitate and lead projects to effective completion as assigned.
- Other duties as assigned.

### **SKILLS REQUIREMENTS:**

- Quality Focus-detail oriented
- Adaptability
- Customer Focus
- Able to interpret drawing specifications and tolerances and setup Statistical Process Control (SPC)
- Technical capability to be able to organize work instructions by product type or product specifications
- Work with minimum direction. Work independently and take initiative to do what needs to be done
- Good communication skills. Ability to express yourself clearly and with enough details regarding complex subjects
- Continuous improvement
- Ability to multi-task and work in a fast paced environment – Time and Task Management
- Proficient in Microsoft Office programs (includes Outlook, Excel, Word, PowerPoint, Access) and Visio
- Assertive and fair in resolving ambiguity

### **EDUCATION AND WORK EXPERIENCE REQUIREMENTS:**

- High school/GED graduate with appropriate level math, verbal, reading, and writing skills
- 5 yrs. experience in the use of Microsoft Office Suite applications
- Minimum 3 yrs. experience in a precision manufacturing environment
- Previous experience creating and editing work instructions and procedures for a large number of product families/SKU's

### **PREFERRED REQUIREMENTS:**

- Experience with PLM systems and work flow management tools
- Experience with Lean Manufacturing Principles
- Product life cycle management (PLM) systems experience
- Additional post-secondary education
- Project Management experience

### **PHYSICAL REQUIREMENTS:**

- Primarily office setting with occasional inspections requiring to up to 40 lbs. or sit or stand for longer periods of time.