

# Document Control Specialist – Work Force Development Center

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Successful finalists will be required to pass a drug/alcohol screening within 48 hours of notification to be considered for the position.

**1<sup>ST</sup> Shift M-F 630am-3pm**

**Job Title:** Document Control Specialist  
**Department:** Quality  
**Reports to:** Director of Quality Assurance  
**FLSA Status:** Non-exempt

## **ABOUT Work Force Development Center**

Work Force Development Center a nonprofit 501 (c)(3), is a vocational training organization specializing in preparing at-risk and disadvantaged high school juniors and seniors, for their respective journeys into the future work force. WFDC works in successful and continual partnership, providing significant outsourcing needs with several major companies in the aviation, wire harness and automotive fields. WFDC is registered ISO 9001:2015, AS9100D.

## **JOB SUMMARY**

Ability to prioritize, manage time, multitask and troubleshoot issues related to Document Control in an Aerospace environment. Responsible for First Article Inspection reports, Purchased Material Certifications, PCM's and Digital Data Processing document control.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Experience documenting First Article Reports per AS9102 Standards.
- Maintain documented control over PCM's (Photo Contact Master).
- Assist with Digital Process Definition documentation requirements.
- Assist with Process Improvement projects.
- Management of Training Materials and associated objective evidence.
- Well versed in Microsoft Office Products.
- Work within AS9100 requirements.
- Other duties as assigned.

## **QUALIFICATIONS**

- Familiarity with MRP/ERP systems in a production environment.
- Experience working with AS9100 standards
- Skill in performing mid-level math skills efficiently and accurately (including addition, subtraction, multiplication, and division using whole numbers, fraction and decimals).
- Ability to take direction from supervisor to complete assigned tasks.
- Ability to communicate information clearly and directly co-workers and supervisory personnel both verbally and in writing.
- Ability to adapt to change (positive or negative)
- Ability to accept of criticism and deal calmly and effectively with stressful situations

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- Ability to utilize interpersonal and communication techniques, working in a team environment, and dealing with a wide variety of personalities and communication styles
- Ability to develop constructive and cooperative working relationships.
- Willingness to take on responsibilities and challenges
- Basic familiarity with Windows based PCs and related applications, especially MS Office
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- US Person Status Due to Export Control

## **EDUCATION/EXPERIENCE**

- High school diploma or equivalent required; college or trade school preferred

## **LANGUAGE SKILLS**

- Ability to read work instructions and procedures in English.
- Ability to follow written and verbal instructions in English.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Constant exposure to indoor manufacturing environment
- Occasional exposure to chemicals and fumes
- Constant exposure to moderate noise
- Constantly stand and walk throughout the workday
- Frequent ability to sit at work station
- Frequently reach with hands and arms; use hands to manipulate, handle, or feel material
- Constant use hands/fingers to grasp, pinch, pull, feel, or handle and manipulate parts and tools
- Frequent repetitive motions

### **Definitions:**

|                  |                  |                      |
|------------------|------------------|----------------------|
| Constant         | Frequent         | Occasional           |
| (5-8 hrs./shift) | (2-5 hrs./shift) | (Up to 2 hrs./shift) |