



Join Our Winning Manufacturing Team

JOB TITLE: Document Control Clerk

REPORTS TO: Manufacturing Engineering Manager

FULL/PART TIME: Full-time

LOCATION: Accident, MD

Disclaimer: This position description provides a summary of typical job functions. The assigned duties, tasks, and responsibilities are subject to change and are not limited by this position description.

POSITION SUMMARY

The Document Control Clerk maintains controlled documentation, records, and related files for all departments. The Document Control Clerk compiles and maintains controlled records and related files to release blueprints, drawings, and engineering documents to manufacturing and other operating departments while adhering to company document control policies and practices.

Performs clerical tasks, such as electronic filing, data entry, scanning. Operates office equipment. (printers, plotters, laminating equipment) Excellent attention to detail is required. Experience with Microsoft Office and document creation software such as Adobe Acrobat is required.

ATTRIBUTES

- Courteous and Ethical Behavior: Works with professionalism, integrity, and treats people with respect.
- Written and Oral Comprehension: The ability to read, listen to and understand information and ideas presented in writing or through spoken words.

ESSENTIAL FUNCTIONS

- Prepare, review, and maintain new and updated drawings and documents to support cross-functional department needs.
- Make available/distribute new and/or changed drawings and documents.
- Check drawings and documents to ensure proper formatting.
- Work in customer portals to assist with drawing and document approvals.
- Scan new, legacy, archived, and obsoleted drawings/documents as needed.
- Perform documentation audits to ensure accuracy and quality of information.
- Assist others as needed to meet departmental needs.
- Confers with document originators or engineering liaison personnel to resolve discrepancies.
- Posts changes to computerized or manual control records, releases documents, and notifies affected departments.
- Maintains document control vault.
- Prepare for inside and external auditors.
- Move and re-organize electronic files.

- Operates reproduction equipment.
- Assist in light editing work.
- Filing and sorting documents.
- Filing processing electronic releases through our PLM system.
- Perform other administrative tasks as needed.

QUALIFICATIONS

- High school education or equivalent of 6 to 12 months of related experience
- Knowledge of engineering documentation a plus
- Strong computer proficiency (Microsoft Office 365 – Outlook, Excel, Word, PowerPoint)
- Strong attention to details, accuracy/quality of work and follow provided directions or instructions.
- Organizational skills to prioritize and plan work efficiently and follow provided directions or instructions.
- Respond and/or provide follow-up actions to requests from others in a timely manner.
- Clear written and oral communication and listening skills for effective interaction with employees, management, and during team meetings.
- Ability to effectively read and interpret information, present numerical data resourcefully, and gather and analyze information.
- Dependable, able to follow instructions, respond to management direction, and improve performance through feedback.
- Eagerness to learn: Identifies opportunities and share ideas to improve departmental process and procedures for efficiency and with a customer satisfaction mindset.
- Works well individually with limited supervision and with others in a team-oriented environment. Welcomes feedback and coaching; supports everyone's efforts to succeed.

Physical Requirements

- Standing/Walking/Sitting: Less than 1/3 of the time
- Fingering or Manual Dexterity: Less than 1/3 of the time
- Lifting up to 10 pounds: Less than 1/3 of the time
- Reaching or Stretching: Less than 1/3 of the time
- Speaking: 1/3 to 2/3 of the time
- Hearing: 1/3 to 2/3 of the time
- Seeing/Close Vision: 1/3 to 2/3 of the time
- Distance Vision: 1/3 to 2/3 of the time
- Color Differentiation: 1/3 to 2/3 of the time
- Peripheral: Less than 1/3 of the time
- Depth Perception: Less than 1/3 of the time
- Focusing Ability: Less than 1/3 of the time

Work Environment: The position may involve occasional exposure to wet or humid conditions, toxic or caustic chemicals, fumes, or airborne particles, and loud noises.

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