



Engineering / Document Control Assistant

Verantis Corporation is a global engineering services and solution provider focusing on mutually beneficial delivery of cost-effective services and solutions, technically advanced products and systems that meet or exceed our clients' expectations

We are looking for an experienced Engineering / Document Control Assistant to join our corporate headquarters located in Middleburg Heights, OH.

Essential Functions:

- Responsible for providing technical support to the design and engineering teams.
- Support engineering in the completion of scrubber system and fan manuals.
- Maintain and file drawing documents, drawing lists & work orders on a weekly basis.
- Reviews scanned drawings for quality and consolidate data.
- Prepare accurate work orders using Verantis' legacy program (GSS).
- Ensures that master drawing files and history files are accurate and current, and that effective control is maintained over drawings and other document records.
- Develop Engineering Forms when needed.
- Participate proactively to propose solutions for process improvement.
- Provide administrative support to the sales department when needed.

Qualifications:

- Requires a minimum of 5 years general office experience in the area of document control and management in a manufacturing or engineering environment.
- Minimum 1-2 years of technical training.
- AutoCAD experience a plus, but not required.
- Strong technical understanding.
- Working knowledge in the Microsoft Office suite of programs including Outlook, Word and Excel.
- Strong computer and typing skills.
- Good interpersonal, verbal and written skills.
- Attention to detail and strong organizational skills.
- Ability to work in a fast paced environment.
- High energy level and comfortable performing multi-faceted tasks in conjunction with routine activities.
- Must have a desire to want to learn more and take on additional responsibility
- Must be a team player and be able to get along well with diverse personalities.

Organizational Relationship:

- Accountable to the Design Supervisor for all phases of job activity.

We offer competitive income and benefits. No phone calls or recruiters please.

Please visit our website at www.verantis.com