

Job Title: Document Control Clerk
Department / Division: Fremont Operations
Location: Fremont, California

Position Summary:

Document control specialists must be skilled in word processing and database software, as well as have outstanding communication skills and attention to detail. They must be comfortable working in a fast-paced environment and working as part of a team.

Essential Duties and Responsibilities:

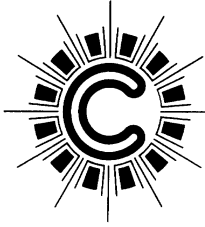
- Reviews and approves manufacturing and related documentation to support timely product and system release
- May conduct internal audit of SOP's, training records, and other document types on an as needed basis
- Assists and guides engineering in the preparation of product documentation, product configuration and document change request package development
- Assist in providing guidance to other departments and team members regarding the CMS documentation process.
- Ability to work in and contribute to a team oriented environment.

Knowledge, Skills, Certifications and Abilities:

- Demonstrated use and knowledge of the MS Office Suite; Word, Excel, Outlook.
- Train staff on document control processes and procedures.
- Process, distribute, and maintain controlled documentation using a document control system.
- Process documents for revision and approval.
- Organize the routing of documents throughout the process from conceptualization, approvals, distribution to filing.
- Ability to understand engineering drawings, schematics, and bill of materials.

Minimum Qualifications:

- High School graduate or equivalent.
- 2-5 years directly relatable document control, quality, or manufacturing experience.
- Organized and demonstrable problem-solving skills.



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