

Continental Electronics

DOCUMENTATION SPECIALIST

Under the direction of the Supervisor of Specs & Standards in the Engineering department, the *Documentation Specialist* is responsible for maintaining the parts database and e-publishing of the company's Technical Manuals. The successful candidate will enjoy data entry, be very detail-oriented and an accurate typist.

RESPONSIBILITIES

- Updating and creating parts lists
- Update and maintain hard copy and digital drawings
- Update revisions in XA
- Maintain and update ISO manuals and procedures
- Perform other duties as assigned

REQUIREMENTS

- Working knowledge of Microsoft Word and Excel
- High School diploma or GED
- Must pass a drug test and background check
- Must be a US citizen due to government requirements
- 2+ years of experience in data-entry for manufacturing/industrial-type organization
- ERP experience

COMPETENCIES

Quality--Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Attendance/Punctuality--Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability--Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Written Communication--Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Organizational Support--Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Professionalism--Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an 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. While performing the duties of this Job, the employee is regularly required to sit and talk or hear. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus. Reasonable accommodation will be made.

WORK ENVIRONMENT

The job location is usually in a temperature-controlled office environment. Occasionally the work area will be in a testing area, which may not be temperature controlled. The job location may also be at installation sites located around the world, where the work environment is variable.

BENEFITS

CEC provides opportunities for educational reimbursement, employee assistance program, 3 weeks of vacation & sick time in a full year, family medical / dental / vision benefits, 6% matching 401k, free life & disability insurance, service awards, company lunches, and employee social events.

Qualified applicants, please include a cover letter to be considered, stating why you would like to work here and why you are qualified for this position.

Equal Opportunity Employer: minority / female / disability / veteran