

Posted: <u>08/24/10</u>
Expires: <u>08/30/10</u>
Or until filled

Part Time Position

Shift: 1st Shift

of Openings- 1

POSITION TITLE: Engineering Administration Assistant

DIVISION/DEPARTMENT: Engineering

REPORTS TO: VP of Engineering

Required Education: High School () College (X) Degree:

Special Training Needed: Drivers license.

Experience Required: AS/AA preferred. Experience can be substituted for education.
A minimum of one year previous experience required.

Good knowledge of configuration management methods, MS Word, Outlook, and Excel. Good customer service. Experience in developing and maintaining a record-keeping system; operating source-document equipment; proofreading records to verify accuracy. Minimum of one year previous experience.

PURPOSE OF POSITION

This position is responsible for document control. Performs related work in assessing quality standards and ensuring the area of responsibility meets the specifications and standards of the Company.

DESCRIPTION OF JOB DUTIES

- Print and deliver drawings to approved personnel.
- Release drawings from Engineering Change Notices (ECNs) and Engineering Initial Releases (EIRs).
- Write EIRs.
- Maintain a file of EIRs and ECNs.
- Provide administrative assistance to the Vice President of Engineering.
- Provide proposal support—typing, graphics, layout, book building
- Answer the general Engineering telephone
- Distribute mail and checks
- Ensure work is performed in compliance with established standards and user needs.