

**January 18, 2024**

## **Document Control Specialist**

Full-time, hourly, non-exempt position. Salary range based on experience and skill level. Paid time off and generous benefits package.

### **Who We Are**

AVANTech, LLC solves some of the most challenging problems in the water industry – from being first responders to the [Fukushima Nuclear Plant](#) meltdown to implementing patented first-of-its-kind technology. Our projects include industrial water recycling at government sites. AVANTech's goal is to improve the environment around us and support our clients with innovative sustainable water treatment solutions. We are seeking an experienced **Document Control Specialist** to join our team in the Quality Assurance Department.

### **Who You Are**

The Document Control Specialist will work in the Quality Assurance Department and will be responsible for receiving, generating, and reviewing documents for consistency and accuracy.

### **A Day in the Life:**

- Work with Project Managers and Engineers.
- Examine documents for consistency.
- Understand and adhere to strict project requirements.
- Verifying and keeping records on fabrication and projects.
- Data entry of project specific information.
- Preparing final document packages for projects.

### **What Will Set You Up for Success:**

- Meticulous attention to detail
- Certification in Microsoft Excel, Word, Outlook, PowerPoint, and Adobe Acrobat
- Proactive, resourceful, and highly motivated with excellent verbal and written communication skills
- Ability to work in a high output environment
- Astute sense of time organization and urgency
- Ability to work independently and within a team setting
- Experience working within a quality assurance program preferred, but not required.
- Prior experience in a manufacturing or fabrication environment preferred, but not required.

**Requirements:**

- Must be able to demonstrate intermediate proficiency in using Microsoft Excel, Word, Outlook, PowerPoint, and Adobe Acrobat.
- An Associates Degree in business, technical, or project management field preferred or a proven record of relevant education and experience.
- Must demonstrate the knowledge, skills, and abilities to perform the Document Control Specialist's duties and responsibilities.
- Proven administrative capability; ability to multitask while maintaining attention to detail and accuracy.
- Ability to pass drug test, pre-employment physical, and background investigation.
- High level of safe working practices and procedural awareness necessary.

**AVANTech Benefits:**

- Schedule options include 4-day work week; first shift
- Generous paid time off and holidays
- Great opportunity for advancement with a growing company
- Varied insurance offerings with employer contributions
- 401(k)/Roth savings plan with employer match

**Job Type:** Full-time, hourly, nonexempt position. Salary commensurate with experience and skill level.

**To Apply:** Send resume, cover letter, and salary history to: [swilson@avantechllc.com](mailto:swilson@avantechllc.com).

**AVANTech is an Affirmative Action / Equal Opportunity Employer**