



Document Number: JD027 Legacy Document Number: N/A	Rev. A
Title: Document Control Specialist	

Position: Document Control Specialist

Reports To: Corporate Vice President

FLSA Classification: Non-exempt, Hourly

Wage Range: \$28.00 to \$32.00 (hourly rate)
\$58,240 to \$66,560 (annualized)

Supervises:

- N/A

Position Summary:

As a key employee in the Quality department, the Document Control Specialist is responsible for storing, managing, and tracking records and documents pursuant to Sonic Concepts' Quality Management System (QMS), which is ISO9001:2015 certified. In addition, this position is responsible for ensuring that those documents are accurate and maintain their quality and integrity, and ensuring the organization follows document retention policies and retrieves documents and records upon request.

Responsibilities and Duties:

- Ensure compliance and conformity with established policies and procedures.
- Own the ECO and DCR processes to ensure that all controlled documents are reviewed, are clear and legible, maintain the integrity of the interaction of processes and products. Facilitate management review and approval of controlled documents and release approved documents.
- Initiate, review, and archive records as prescribed by procedures.
- Assist engineering department with processing confidential client documentation pursuant to the Design and Development procedure; include reviewing, archiving, documenting decisions, and ensuring control of electronic files / folders according to written or verbal instructions.
- Participate in creation and updating of QMS documents ensuring accuracy and validity of information.
- Generate metrics and statistics and report on such items related to the KPI process.
- Train and mentor staff to ensure all employees follow Good Documentation Practices, which will ensure data and document integrity.
- Communicate in a prompt, courteous and effective manner with internal and external customers in all circumstances including providing information, answering questions, and participating in problem resolution.
- Keep abreast of present and pending regulatory requirements, standards, and internal communications through training, seminars, conferences, trade shows, participation in technical or subject matter relevant work/interest groups, etc.
- Pay meticulous and uncompromised attention to requirements and quality of work.
- Support internal and external audits regarding job activities.
- Other duties as assigned.

Supervisory Responsibilities:

- This position does not have supervisory responsibilities.

Education and Experience:

- High school diploma required; college or quality trade certifications desired
- Minimum three years of practical work experience, in a manufacturing environment, consistent with responsibilities and duties outlined above.



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- Experience working in ISO9001 required; experience in ISO13485 or other standardized quality management system environment a plus.
- Experience Example: Experience working in medical device, technology development or technology manufacturing environments a plus.

Knowledge, Skills, and Capabilities:

- Certified Quality Inspector (CQI) certification or other quality certifications a plus
- Understanding of ISO9001 quality management system standard
- High degree of reliability and should demonstrate a high degree of organization
- Excellent writing, proofreading skills and attention to detail
- Competent in Microsoft Suite, especially Word and Excel, Adobe PDF, DocuSign, and previous experience working with an electronic document control platform (e.g., MasterControl) is a plus
- Ability to manage multiple projects simultaneously and process associated paperwork accurately
- Strong interpersonal skills and ability to communicate effectively with all departments and employees
- Must demonstrate an ability to integrate feedback and to respond quickly to fluctuating priorities
- Familiarity with a growing company, including awareness of pitfalls in scalability and new infrastructure implementation

Physical, Mental and Visual Demands

- Lifting, carrying, reaching 50 lbs. and less – frequently; over 50 lbs. –seldom
- Sitting, standing, seeing, walking, hearing – frequently
- Typing, keying continually
- Continuous mental and/or visual attention; the work involves performing complex tasks to very close accuracy and continual work using a computer
- Must be able to work on site, arriving to the office no later than 9:00 AM, Monday - Friday

Founded in 1986, Sonic Concepts delivers premium ultrasonic systems to the biomedical, industrial, marine and research markets. We specialize in designing and manufacturing low intensity and High Intensity Focused Ultrasound (HIFU) transducers, electronics, and software. Our systems are installed in leading corporate and academic research labs around the world. The marketing and sales department plays a key role in helping drive revenue, improving brand awareness, collaborating with partners globally, and encouraging customer preference for the company's products and services.

For selected, qualified applicants, references are required, and a background check, review of transcripts and degree verification may be performed.

Sonic Concepts is an equal-opportunity employer.

Interested individuals are invited to submit their resumes electronically, in PDF format ONLY. No phone calls please. Principals only. Recruiters, please do not contact us regarding this opening.

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