



Broadata Communications, Inc. (BCI), a subsidiary of Intellisense Systems, Inc., is a privately held, California-based corporation. BCI has a reputation as a leading and innovative company specializing in the development of market-driven products for the transmission of digital multimedia (video, audio, and data) over fiber.

Many of BCI's clients are world leaders in their industry, which span a wide variety of industry segments including entertainment, broadcast, medical, professional audio/video, house of worship, education, government, military, and transportation.

We are looking for a hands-on **Documentation and Document Control Specialist** to provide required technical (e.g., data sheet, user manual), manufacturing (e.g., work instruction, checklist, pack list), and quality (e.g., inspection) documents, examine documents to verify completeness and accuracy of data, and resolve discrepancies with document originators, while aligning with Broadata's policies and procedures.

This is not a remote position.

#### **Job Specifications**

- Draft and provide required technical (e.g., data sheet, user manual), manufacture (e.g., work instruction, checklist, packing list), and quality (e.g., inspection) documents,
- Support product change management process developing new or revised documentation; distributing to appropriate users and ensuring that obsolete documentation is removed
- Collects and maintains documentation files and input from Quality, Process Development and Production that define product configuration
- Conduct general maintenance/revisions of process, such as the organization of the Bills of Material (BOM) and (Routings) in Sage 100
- Assist Managers in creation of new or revised procedures as needed to ensure instructions are clear and agree with other site procedures
- Maintain the authorized "Controlled" Quality Manual, Procedures, etc.; in addition to the controlled documentation on the network server, following defined procedures per regulatory guidelines to perform document control processes
- Provide support for ISO 13485:2016 & ISO 9001:2015 audits, 3rd Party audits and, internal audits, including participating as an Internal Auditor
- Develop or modify quality procedures, metrics and processes to achieve quality and on time delivery goals
- Regular, consistent and punctual attendance is required.
- Other responsibilities as assigned

#### **Education:**

- Post-secondary degree or equivalent combination of relevant education and work experience that will allow successful performance of job expectations
- A Bachelor's Degree in Business is preferred

#### **Years of Experience:**

- 3-5 years of relevant experience

**Skills**

- Proficient with Microsoft Office applications
- Detail oriented
- Ability to provide expertise in documentation and document control procedures in a regulated environment
- Familiar with ISO 13485:2016 & ISO 9001:2015 audits
- Able to meet multiple, sometimes conflicting deadlines
- Ability to plan and organize tasks to consistently product results, with minimal supervision
- Ability to function efficiently in a multi-disciplined, cross-functional environment
- Capable of using existing procedures, analysis and standard practices to solve standard problems
- Excellent interpersonal and written communication skills to interact with multiple layers of the organization
- Proficient with ERP (e.g., Sage 100) and database management tools is a plus

**Benefits:**

- Medical, Vision, Dental Insurance
- 10 paid holidays
- 401(k) matching, 100% of the first 4% in eligible compensation
- Flexible Spending Account
- Voluntary Life Insurance