

Job Title: Document Control Technician – 6 months temporary role, may turn permanent

Department: Quality

This position, reporting to the Document and Training Coordinator, is responsible for DCO processing and training notifications.

Candidates must be local to the Bay Area. This role is hybrid and must be onsite as needed in our Redwood City headquarters.

Primary Responsibilities:

- **DCO Processing:** In accordance with company Quality System, review and process all DCO (Document Control Orders) in a timely and accurate manner. Maintain current controlled documents and history documents in accordance with company quality systems and policies. Assure DCO files and controlled copy files are properly maintained.
- **Training:** Through the company data base management system (ManufacPro), issue training notifications. Follow up on the completion of training and maintain documentation of training.
- **Master Control Implementation:** Assist with transition into the Master Control system for documents and training.
- **Other duties as assigned.**

Knowledge, Skills, and Experience (check all that apply):

- Strong attention to detail and ability to follow complex procedures with high accuracy
- Strong communication skills (both verbal and written) required.
- Experience with ManufacPro or other ERP systems highly desirable
- Proficient in Microsoft Office