

Technical Documentation & Process Specialist

VJ X-Ray LLC is the global leader in developing and manufacturing integrated x-ray sources and high voltage generators. Our mission is to be uncompromising in pushing the boundaries of component design and manufacturing for every OEM partner.

This dynamic position is a key part of the Operations Team. Responsible for establishing, maintaining and communicating technical record keeping procedures and maintaining Quality Assurance and Health & Safety Plans.

Job Description:

- Work with Engineering, Project Management and Manufacturing Personnel to generate, revise and implement various types of technical documentation to support the sale, design, assembly, installation and delivery of all Company systems and products, as required.
- Revamp and maintain Company document control system for all forms of documentation including engineering drawings, quality documents, forms, customer-supplied documents, manuals and regulatory documents using both electronic and manual (paper) methods.
- Oversight of all Engineering documents; to include generation, modification, and control of specification releases, ECNs, drawings, part numbers, and other related documentation.
- Establish system and departmental procedures for proper record keeping; train and educate staff accordingly.
- Maintain database of all documentation to allow for easy retrieval and modification.
- Responsible for final approval of all system and component test and inspection reports.
- Develop, implement and provide Project related QA and Health & Safety training programs.
- Work with team on related process or documentation related projects and requirements as needed.

Essential Skills:

- Bachelor's Degree in a Technical Discipline required.
- At least 5 years of experience in a comparable Compliance, Quality Assurance, Technical Writing or Documentation Control position in a technical or manufacturing environment
- Proficiency in the English language with superior written and verbal communication skills.
- Expertise in all Microsoft Office Suite products.
- Highly organized, detail oriented, self-motivated individual with strong interpersonal skills and the willingness and ability to work in a fast-paced dynamic environment.
- Legally authorized to work in the US and successfully pass a complete background check and drug screening



Non-Essential Skills:

- Familiarity with x-ray technology and/or mechanical or electrical systems design
- Ability to understand and interpret various physical, mechanical, and electrical documents, blueprints, drawings and schematics.
- Previous experience as a Trainer or providing safety, quality or related training or employee briefings.
- Knowledge of OSHA standards and requirements

Physical Demands and Mental Demands:

- Regularly required to sit, walk, bend, stoop and stand
- Will be required to lift, move, and erect components of varying weight, height, length and width dimensions
- Expected to effectively communicate in person, on phone, and via email and other electronic devices on a continual and repetitive basis
- Responsibilities could require lifting, moving, staging and placing of materials up to 50 pounds alone and heavier with assistance
- Vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- Must be able to fulfill essential job function in a consistent state of alertness and safe manner

This job description is not all inclusive and is subject to change at any time. VJ X-Ray LLC provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. The company takes affirmative action to ensure that applicants and employees are treated during the application process and post hiring employment without regard to any of these characteristics. Discrimination of any type is not tolerated.