



East West
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Document Control Administrator

Company Information: East West is a leading Atlanta-based design services, global contract manufacturing, and distribution partner for original equipment manufacturers and distributors throughout the United States and Europe. With domestic operations in Georgia, North Carolina, Massachusetts, and Wisconsin and international operations in Costa Rica, Vietnam, China and India, the Company utilizes transparent supply chain, on-site quality control and flexible logistics systems to provide its customers with superior products and competitive cost advantages. Founded in 2001, East West's U.S.-based management, combined with its domestic and international capabilities, reduces the risks and complexities of global manufacturing for its customers. Please see our website at www.ewmfg.com for additional information.

Job Description: Have you ever modified the registry on your computer? Loaded a custom ROM on your cell phone? Programmed an Arduino? Loaded Linux on a Raspberry Pi? Experimented with an app development environment? Then you might be just the person East West is looking for in our newly created Document Control Administrator position.

East West is looking for a motivated individual to take on the task of maintaining, developing, and improving our document management system that is currently being implemented using SolidWorks EPDM software. This position will be a full-time salary position based out of our Atlanta office. Job responsibilities include tasks such as promptly dealing with issues as they arise for that Atlanta office and other business units, working with engineering, IT, and other company teams to implement new document control processes and workflows, and identifying opportunities to streamline the workflows and processes already in place. This administrator will communicate with various teams domestically and overseas to solve problems, roll out improvements to the system as necessary, and work closely with our IT teams to ensure that the document control system is properly interfacing with our server and reporting systems currently in place.

Responsibilities:

- Quickly assess and address issues as they arise within the EPDM system
- Work with engineering and other teams to develop and implement new workflows into the system as needed
- Develop or improve reporting methods for the various document workflows
- Review current EPDM workflows against day to day operations with the goal of improving efficiency of workflows and document control.
- Ensure the EPDM users are trained on and understand new or changed document workflows as needed
- Help to further integrate EPDM system for other business units as required
- Ensure that documents are properly saved and protected from data loss situations
- Work with IT team to integrate any EPDM workflows with internal servers and databases



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Requirements:

- Associates Degree in IT, drafting, or related field.
- 0-3+ year of experience in IT, drafting, or related field
- Experience with basic computer programming techniques
- Strong technical communication skills for interfacing with engineering, IT, and other teams
- Strong creative problem-solving skills
- Ability to understand, generate, and streamline processes and effectively communicate them through process flow diagrams
- Proficient using MS Office suite
- Ability to work in the evenings as necessary to discuss and help resolve issues with our teams overseas
- Ability to travel domestically (0-20%) and overseas (0-5%) as necessary

Bonus Skills:

- Experience with SolidWorks EPDM system or any engineering change/document control systems
- Experience working with engineering drawings and 3D modeling preferably using SolidWorks or AutoCAD software
- Experience working with databases using SQL
- Experience communicating and collaborating with teams overseas