

October 2016

Engineering Documentation Technician

International non-profit seeking Engineering Documentation Technician for an immediate opening!

SIGN Fracture Care International develops and manufactures medical devices for programs around the world to create equality of orthopedic care. We are looking for an Engineering Documentation Technician to work in our Engineering Department. Successful candidate must be detail oriented, have an aptitude for innovative and analytical thinking, possess excellent organizational skills, and have solid proficiency with all Microsoft products. Experience with SolidWorks and working with databases is highly desirable. Preference will be given for experience in a regulatory, GMP, and/or ISO regulated environment, as well as having familiarity with the medical device and/or pharmaceutical industry. Responsibilities include: assisting with documentation related to Engineering Change Orders, updating and revising drawings, documenting test procedures, preparing written reports, and other related duties.

Successful candidate must have strong written/verbal communication skills, great attention to detail, excellent math skills, and the ability to meet deadlines consistently. 5 to 7 years' experience in a work environment. Associates degree required. Salary range: \$15.00– \$34.00 per hour, with paid time off and health insurance benefits. Work week Monday – Thursday 8:00 am – 5:30pm, Friday 8:00am – 12:00pm **OR** Monday – Thursday 7:00am – 5:30pm. E-mail cover letter and resume.