Job Title:  **Document Controller**

Department: **Quality Assurance**

Reporting To: **Quality Assurance Manager**

***Harmac Medical Products, Inc, based in Buffalo, N.Y. is a leading, award-winning contract manufacturer of single-use medical devices, serving the global marketplace for more than 35 years. With manufacturing locations in the U.S., Ireland and Mexico, the privately held company provides innovative technical solutions and manufacturing services for leading Fortune 500 med-tech companies and high potential start-ups. Harmac's mission is to change the lives of patients, employees and the communities in which we work.***

# SUMMARY: Reporting to the Quality Assurance Manager, the Document Controller will be responsible for the revision, control and distribution of engineering documents and DHR Quality Assurance product release.

# ESSENTIAL DUTIES AND RESPONSIBILITIES:

* Control and revisions of engineering documents and BOM’s and ERP system.
* Review of DHR for product release.
* Maintenance of engineering documents on Lotus Notes database.
* Hardcopy control of documents as required.
* Assist in training new Document Controller.
* Responsible for general housekeeping of work area.
* Conform to the requirements of the quality and environmental management system.
* Additional projects and/or ad hoc duties as assigned.

**QUALIFICATIONS AND EXPERIENCE REQUIRED:**

* One year certificate from college or technical school or three to six months related experience is desirable.
* Guided by the disciplines of due diligence and compliance in all aspects of work.
* To be a good team member, fully motivated to achieve and demonstrate best practices in line with the department and site objectives.
* Proficient with Microsoft Office.
* Proficient with Syspro & Lotus Notes, is desirable.
* Excellent interpersonal skills.
* Ability to work in a cross functional team.
* Organised with excellent attention to detail and ability to get the job done.