

Join the world leader in thermal mass flow meter technology. FCI began in 1964 by pioneering the development and application of thermal dispersion flow and level sensing technology. The Company is the world-recognized leading manufacturer for solving flow and level measurement applications for industrial process and plant applications using patented thermal dispersion flow measurement technology.

From off-the-shelf product solutions to custom engineered products and systems, FCI provides world leading experience and a record of unequalled innovation to meet or exceed our customer application demands. Complimenting FCI product leadership is a world class Flow and Level Calibration Facility in which all calibrations are performed in liquids or gases utilizing only N.I.S.T. traceable equipment and instrumentation.

Currently, we are seeking an Administrative Assistant - Document Control.

Position Purpose:

Responsible for performing clerical duties to sustain document management. Provide administrative support to the Configurations Manager. Applications include Microsoft Office, Adept and SyteLine. The position reports to the Configurations Manager.

Essential Job Functions (primary duties and outputs of position):

- Manage master document files, which include Engineering Change Notices, company procedures, standard operating procedures, prints, CAD files and other controlled documents, to ensure lifetime record retention and retrieval.
- Perform accurate data entry functions with an extreme attention to detail in an environment with many distractions.
- Preparation of documents for production.
- Preparation of reports.
- Maintenance of records and other reference/history data
- Perform database administration duties; maintain user access; create and control access to document libraries; create and maintain workflows; ensure data integrity.
- Prepare and maintain department work instructions and provide training to document management system users.
- Participate in Continuous Improvement activities.
- Actively participate in internal audits, customer audits and other activities as assigned.
- Support customer document submittals for Project Management as required.
- Cross train with other functions within the department.
- Other duties as assigned.

Safety

- Follow safe work practices, participating in safety training as required, and reporting any unsafe condition or accident.

Quality

- Understand and support the quality policy and the appropriate elements of the quality management system for their areas of work

Communication

- Excellent communication skills and ability to work collaboratively.
- Must be able to read, write and speak fluent English. Handwriting must be legible.
- Maintain effective and constructive working relationships with others, both internally and externally.
- Ability to identify user needs and effectively communicate technical information to non-technical users.
- Prepare effective reports and presentation of departmental information.

Education/Work Experience Requirements:

- 2-5 years of prior work experience in a fast paced office or manufacturing environment. (Applicable areas would include document control, order entry, sales, manufacturing)
- Prior supervisor or lead responsibilities desirable.
- Must be able work independently as well as interacting with various groups within the company.
- Knowledge of computer applications and current software (Microsoft Word/Excel, Outlook, Adobe Acrobat, and PDM/ERP system)
- Ability to multi task, prioritize workload effectively and meet deadlines.
- Excellent organizational and time management skills with the ability to manage several concurrent projects at various stages of completion; ability to establish and maintain priorities.
- Must be motivated and willing to take on challenges.
- Takes initiative to problem solve and communicate with extended team members.
- Ability to work effectively under pressure while maintaining flexibility to adjust to changing priorities/needs of the department.

All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. These duties may be modified or changed at any time at the sole discretion of management either orally or in writing. The above statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

FCI is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law. If you are qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative.

FCI is an ITAR required employer and active participant of the DHS and SSA E-Verify program. Contract requirements for ITAR identify US citizen or permanent resident alien in the absence of ECCN.