

IMMEDIATE OPENING – FULL TIME POSITION
• Document Control Supervisor – AutoCAD •

Diversified Technologies, Inc. (DTI) is the developer and marketer of the PowerMod™ line of high power modulators, DC power supplies and control systems. Selected twice by R&D Magazine as one of the 100 most significant products of the year, PowerMod™ systems are available in a wide range of voltage, current, and performance configurations. DTI also applies its broad base in engineering and physics to consulting on specific engineering and development requirements.

Please take a few moments to browse our site and learn about our unique technology, and how our products are being used in high power applications world wide: www.divtecs.com

DTI is seeking a hand's on **Document Control – AutoCAD Supervisor** who will provide engineering support and record keeping coordination to improve and maintain all necessary requirements for DTI's projects. Establish and maintain drafting standards, specific details and full circle document control. Ideal candidate is an experienced supervisor with actual hands on skills who can apply industry standards. Looking to implement industry standards and procedures to oversee document development and control for a fast growing, small business.

Supervisor Responsibilities:

- Create and manage a document control program, method, production records, validation documents, operation manuals and any other relevant controlled documents
- Manage the documents from origin through revisions, changes and updates
- Provide AutoCAD support modeling and drafting using CAD software both SolidWorks and AutoCAD
- Maintain central drawing database, document archive and retrieval of drawings for projects
- Import drawings, document archive and retrieval of drawings for projects

Requirements:

- Experience with technical documents, writing and document management/control practices
- Familiarity with standard documentation relevant to R&D and manufacturing facilities
- Excellent organizational, time management skill, and ability to multi task.
- 8 to 10 years of AutoCAD experience in mechanical or electrical discipline
- Experience in Electronic Document Management Systems preferred
- Familiarity with SolidWorks and PADS a plus
- Excellent communication and interpersonal relationship skills
- US Citizenship required
- Experience with Federal contracting requirements / Security Management desired

Education: BA/BS with minimum of 8 years related experience. Desired certification in documentation process or a combination of experience and/or education.

Experience: 8 to 10 years AutoCAD experience

Excellent benefit program:

Insurance: Health, dental, life, disability, 401K, tuition reimbursement. Leave & Holidays: paid holidays, sick and 15 days of vacation beginning the first year.

DTI is an equal opportunity employer and considers qualified applicants for employment without regard to race, gender, age, color, religion, disability, veterans status, sexual orientation, or any other protected class.

Contact Information:

Send resumes to jobs@divtecs.com or fax resumes to 781.275.6081
Diversified Technologies, Inc., 35 Wiggins Avenue, Bedford, MA 01730