

## Position Description

**Position:** Quality Document Controller  
**Department:** Quality  
**Reports to:** Quality, safety and Environmental Manager  
**Direct Reports:** None

### Position purpose:

This position ensures Production BOM information are completely accurate, change is controlled, communicated, and managed appropriately. Focus on material and operations accuracy. Covering off ECN concessions and development of change requests.

A secondary requirement is to support maintaining the quality, safety, and environmental document management system.

### Key responsibilities:

- **Document Control:**
  - Maintaining/Updating current product Bills of Manufacture with Enatel's ERP System (Cloud Suite Industrial)
  - Providing information as requested from Enatel's ERP system:
    - BOM Creation and ALTIUM import.
    - BOM Updated
    - BoM Operations
    - BOM Obsolescence
    - Concession
    - DocuSign Approval process
  - Creating production BoM Concessions, gathering appropriate approvals then processing within Enatel's ERP System
  - SharePoint administration assistance with QSE document management system.
  - Supporting QSE team
- **Continuous Improvement:**
  - Assist the ongoing improvement to production processes and procedures through auditing of process that have led to BoM change requirements.
  - Investigate and implement process improvements surrounding ECN and Concessions
- Maintenance of Enatel's ERP system – Super user testing and validation for future releases.

### Other duties:

- Upholds the company values.
- Perform any other tasks as required by your Team Leader and/or the business.
- Contributes to the achievements of department goals and objectives.

### Health & Safety:

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner.
- Maintaining a safe and clean working environment by complying with Enatel Policy and Procedures.



- Leads by example in all matters relating to Health & Safety.

## Environmental:

Enatel is committed to minimising the environmental impact of our operations and products.

- Ensuring Environmental policies and processes are followed.

## Key Relationships:

Internal	External
• Engineering	•
• Wider Enatel Employees	•
• Planning	•
• Finance	•
• Production	•

## Person Specification:

	Essential	Desirable
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• <b>Functional/Technical Skills</b> - has the functional and technical knowledge and skills to do the job at a high level of accomplishment.</li> <li>• <b>Action orientated</b> - enjoys working hard and is full of energy for the things he/she sees as challenging.</li> <li>• <b>Process Management</b> – good at figuring out the processes necessary to get things done. Can simplify complex processes.</li> <li>• <b>Learning Agility</b> - the ability to learn quickly in a new environment.</li> <li>• <b>Problem Solving</b> – looks for opportunities to resolve issues and solve problems. Learns quickly when facing new problems.</li> <li>• <b>Integrity and Trust</b> – is seen as a direct, truthful individual; is widely trusted.</li> <li>• <b>Ethics &amp; Values</b> - Has an appropriate and effective set of core values and beliefs and acts in line with those values at all times.</li> </ul>	
<b>Skills, Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Safety-First approach.</li> <li>• Excellent computer / keyboard skills.</li> <li>• Excellent attention to detail.</li> <li>• Be proactive.</li> <li>• Strive for continuous improvement.</li> <li>• Ability to work independently within a team environment.</li> <li>• Contribute to a positive team-working culture.</li> <li>• Working ethos ensures tasks are completed as required.</li> <li>• High level of professionalism and organisational skills.</li> <li>• Ability to work under pressure to achieve deadlines and outcomes.</li> <li>• Self-motivated with high personal standards especially around honesty and integrity.</li> <li>• Familiarity with Word, Excel, ERP systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with Cloud Suite Industrial.</li> </ul>

	<ul style="list-style-type: none"><li>• Experience in working with Engineers.</li><li>• Familiarity with SharePoint and Microsoft flows.</li><li>• Experience in a Production environment.</li></ul>	
<b>Qualification / Licenses</b>	<ul style="list-style-type: none"><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>