



Genesis Engineering Solutions, Inc.
4501 Boston Way
Lanham, Maryland 20706
www.GenesisESI.com

Job title: Document Control Specialist

All times are in Eastern Standard Time.

Requisition ID: 2020-1

Job Locations: US Lanham, Maryland

Posted Date: 6/19/2020

Industry: Aerospace

Company: Genesis Engineering Solutions, Inc.

Required Clearance to Start: Background check

Classification: Exempt

Duration: Full Time

Time Commitment: 40 hour week

Salary range: Salary will commensurate based on experience

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position:

Genesis Engineering Solutions Inc has an immediate need for a full time Document Control Specialist at its Lanham, MD location. This position will report directly to the Configuration Manager.

DESCRIPTION:

The successful applicant will have duties that can involve the following areas

- Document Configuration Control
 - Perform “Document Configuration Control” activities, ensuring they are supporting and facilitating engineers/technicians.
 - Work Manufacturing Travelers – assigning, tracking, facilitating swift closure, scanning papers, organizing PDF’s as a deliverable data package, performing closeout of records.
 - Photo Documentation – ensure pictures are attributed accurately, stored and labeled, ready to be included in work traveler packages.
 - Drawing release – verify configuration, facilitate the approval process
 - Documents, procedures, test plans, work instructions
 - Coordinating the review process, approvals, tracking, updating revisions
 - reviewing content for organization, structure, consistency, clarity
 - NCR – supporting the logistics of Non-Conformance Reports
 - ECR – supporting the logistics of Engineering Change Requests
 - Document Maintenance
 - Assist with the updating of Quality Documents and Procedures, getting them released/published for use within the company.
 - Support the QA team’s internal audits, (internal continual improvement).
 - Be a QT9 specialist. Genesis uses QT9 for the Quality Management System (QMS) and Documentation Control.

- Coordinator of Tool Calibration & Equipment Maintenance (Facility / Manufacturing support)



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- Calibration Control Coordinator for Tools
 - Administrate the schedule of the tool calibration management system
 - perform audits, prepare reports, automate gathering of reports, metrics
 - monitor, suggest improvements to the tool checkout/tracking process
 - interface with (procurement and manufacturing teams) to ensure tools get sent out for calibration in a timely manner
- Equipment Maintenance documentation coordinator
 - Support the scheduling of maintenance activities, ensuring the equipment is maintained on schedule and the records are organized properly in QT9.
- Support the marketing effort.
Gathering of media content such as articles/images for layout of website updates, press releases, audio and video file manipulation, and social media posts.

Strengths: Administrative, organization skills, detail oriented, driven, proactive, general tool understanding

Computer skills: Savvy and nimble with computer skills. WORD, EXCEL, ADOBE PRO (PDF), basic photo editing, file manipulations and metadata. Proficiency with website, internet, social media concepts is a plus.

DESIRED EXPERIENCE/REQUIREMENTS:

- Minimum Education: High school diploma or equivalent.
- Preferred Education: Associates or bachelor's degree in business or similar field.
- Two years of proven and relevant work experience in a similar role, preferably working in Procurement/Contracts
- Self-starter.
- Excellent communication skills.
- Detail-oriented.
- Good organization skills
- Pass a basic government background clearance.

BENEFITS:

- Medical
- Dental
- Vision
- Flexible spending accounts
- 401K
- Profit Sharing

EEO:

We consider all applicants for positions without regard to sex, religion, race, color, age, disability, sexual orientation, marital or veteran status, national origin or genetic' information or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.



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If you meet these qualifications and feel this will be a good fit for you, please apply by sending us a cover letter and resume. Your cover letter should help us get to know you in a way your resume doesn't.

ABOUT GENESIS ENGINEERING SOLUTIONS INC:

Established in 1993, GES, Inc. has built a reputation for being on the "Genesis" of cutting-edge technologies coupled with engineering development. This innovation has led to the delivery of space flight hardware for some of NASA's flagship missions such as the Hubble Space Telescope (HST), logistic supply to the International Space Station (ISS), and the company's current participation with the James Webb Space Telescope (JWST) to name a few. GES has been recognized by the Prince Georges TECH Council, winning Small Business Awards in 2006. NASA's Office of Small Business Programs awarded Genesis as GSFC's Small Business Prime Contractor of the Year 2011. The Aerospace Division has a rich history in which GES has protected over 150 critical parts into orbit for Hubble Space Telescope servicing missions and has delivered hardware for NASA's Solar Dynamic Observatory (SDO), GPM, MMS, ASTRO-H, and many other projects. Genesis is currently building flight electronic assemblies utilizing compact PCI connectors, and high-density ceramic column grid array (CCGA) and ball grid array (BGA) surface mount technology. Genesis Commercial Technologies Division is developing a Single Person Spacecraft (SPS) by 2020 for the purpose of servicing the ISS, space telescopes, and for asteroid exploration.