

## **Mechanical Designer - Document Control Specialist**

### **Company Overview**

#### **Fulltime with Benefits, PTO, and Holiday Pay!!**

Intellitec Products, LLC is the leader in the development, manufacturing, and sales of electronic and electro-mechanical controls for the RV, emergency service, marine, bus and truck markets. Based in Deland, FL, Intellitec is poised for explosive growth based on our new product developments and over 40 years of experience in these industries. To support our growth, we are seeking to add a mechanical designer - document control specialist to support our engineering, sales and production teams. This is a full-time position.

Intellitec offers a competitive rate and benefits package. Eligibility is on the first of the month following 60 days of employment. We offer a generous contribution on medical benefits for the employee and a host of voluntary benefits that include dental, vision, life, short-term and long-term disability, etc. We offer 10 days of PTO time that begins accruing after 60 days of employment. There are 10 paid holidays. Our normal business hours are 7:00 am – 3:30 pm, Monday through Friday. Company's website: [www.intellitec.com](http://www.intellitec.com).

**Due to Covid-19 concerns we are only accepting resumes via email. Applications are available online at [www.intellitec.com](http://www.intellitec.com). Please do not come to our office to apply. Recruiters are asked not to contact us at this time.**

### **Mechanical Designer - Document Control Specialist Summary**

The Mechanical Designer - Document Control Specialist is responsible for documentation of our products including harnesses, modules and printed circuit boards. They assist in the design of new products and the redesign of existing products. They are also responsible for the preparation, review, processing, routing and approval of drawings for the design, manufacturing, and quality control of our products and processes to meet customer requirements and comply with our ISO certification. This includes configuration management, data management, and document control of Intellitec's products and processes. They administer configuration control in new and existing products as well as processing all Engineering Change Notices.

### **Essential Job Duties**

- Assist in the design of new products including cable harnesses, electronic and electromechanical products.
- Create accurate drawings and documentation for new and existing products, harnesses, and box builds.

- Select appropriate mechanical components for new and existing products. Knowledge of electronics is a plus.
- Support marketing and sales with estimating costing of products.
- Maintain master documentation files for product design, manufacturing processes, quality, customer documentation, revision changes and engineering changes.
- Familiarity with electronic components and component part numbering required.
- Manage the entry of new items for customer orders.
- Ensure strict compliance to customer product specifications by ensuring that documentation used by manufacturing is correct.
- Lead ISO procedure efforts for Document Control Department.
- Enter and maintain new item masters, bills of material and routers in the business system.
- Identify and resolve discrepancies on customer supplied documentation (revision issues, missing documents, etc.).
- Record, review and process all engineering changes.
- Initiate internal and external engineering changes.
- Redline customer documentation.
- Provide component substitution support.
- Maintain master component database.

### **Skills and Qualifications**

- Associates Degree in Design or equivalent experience
- Minimum two years' experience, working in a manufacturing environment preferred.
- Strong CAD skills
- Proficiency in computer programs: Microsoft Word & Excel. MRP system experience is a plus.
- Must have excellent data entry skills.
- Knowledge of manufacturing processes and products.
- Established organizational skills and attention to detail in an administrative systems environment.
- Demonstrable problem-solving capabilities.
- Work effectively with engineers, managers, and production leaders and minimal supervision.
- Must have proficient interpersonal and communication skills.
- Must be able to multi-task in a fast-paced work environment.
- Previous electronics or harness experience is desirable.
- Ability to read and interpret drawings and blueprints.
- Must be able to pass a background check and drug screen.