



Job Description

Documentation Technician

Summary of Responsibilities

The Documentation Technician works within the engineering team to prepare the documentation required for production

Main functions

He/she performs the following functions:

- Realize table drawings in AutoCAD 2D and insert important assembly notes
- Analyze, detect probable errors, and update the documentation received from customers
- Determine with the Engineering and production teams, the future production methods in order to create the respective documents
- Create parts lists, cutting boards, assembly lists and visual aids using computerized software and Epicor
- Follow the assembly of the prototype in the engineering section to note, in time, the difficulties to be solved, or the points to be detailed in the form of a visual aid
- Maintain and update filing systems, compile and write reports and produce documents related to the production department's activities.

Conditions of access to the profession

- Two to three years of experience in engineering documentation or methods, in the manufacturing field (connected to electrical harnesses would be a great asset)
- Bilingualism (spoken and written)
- Structured and meticulous
- Good management of time allocated to each of the projects
- Ability to find answers to problems and identify alternative solutions.
- Intermediate knowledge of Microsoft Excel
- Knowledge of Visio and AutoCAD software