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## **Job Description**

### **Job Title: Documentation Specialist**

**Shifts:** 1 shift hours flexible, M-F (8-5)

**Pay Scale:** Based on Experience and Qualifications

**Industry:** Aircraft Instrumentation/Avionics facility (FAA and ISO9100/ISO Certified)

**Working Environment:** Standard Office and Manufacturing Environment

**Experience Preferred:** 2-5 years of Office Experience in Documentation Control, Proofreading and Quality Control. Willing to train the right candidate. Opportunity for growth within the organization.

**Reports to:** Quality Manager

### ***Equal Opportunity Employer***

**Job Overview:** The Document Control Specialist will be responsible for managing the documentation processes within the company. The job involves ensuring the accuracy, completeness, and accessibility of documents, records, and files.

### **Summary of Duties**

- Responsible for managing the documentation processes within the company.
- Ensure the accuracy, completeness, and accessibility of documents, records, and files.
- Tracking document revisions, maintaining version control, and ensuring that the most up-to-date versions are available and in sync with product releases and changes as well as shared with authorized personnel. Older versions are archived or disposed of as per established procedures.
- Maintaining the training system when training is identified in the document release process.
- Adhering to industry standards, regulatory requirements, and best practices related to documentation, such as accessibility guidelines.
- Provide Support to Quality department in assisting with the company's quality system.

### **Skills / Knowledge / Ability**

- Excellent written and verbal communication skills
- Self-directed, Self-motivated
- Organized and Detail Oriented
- Microsoft Office Products
- Scanner / Printer
- Adobe
- Read / Write / Speak / Comprehend English
- Auto Cad Software Experience a plus
- Solid Works Knowledge is a plus.

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