




Documentation Coordinator

Plexus Services RO SRL

● **Locatii**

Oradea

 Elimina

 Salveaza

 Aplica

Expira in **10** zile.

PLEXUS

The Product Realization Company



BEST IN THE WORLD AT PRODUCT REALIZATION

Plexus delivers optimized Product Realization solutions through a unique Product Realization Value Stream service model. This customer-focused services model seamlessly integrates innovative product conceptualization, design, commercialization, manufacturing, fulfillment and sustaining services to deliver comprehensive end-to-end solutions for customers in the Americas, European and Asia-Pacific regions.

Plexus is the industry leader in servicing mid-to-low volume, higher complexity customer programs characterized by unique flexibility, technology, quality and regulatory requirements. Award-winning customer service is provided to over 140 branded product companies in the Networking/Communications, Healthcare/Life Sciences, Industrial/Commercial and Defense/Security/Aerospace market sectors.

WE PRIDE OURSELVES ON HIRING THE BEST

Now we are looking for a **Documentation Coordinator** to join our team:

Purpose: Responsible for working with the site Customer teams, site Functional teams eg. Planning, Engineering, Quality, etc. and Transition or Program Manager to successfully introduce and transition new products into the Oradea site.

Your Key Job Responsibilities:

- Responsible for all job-related clerical functions and the creation, development and distribution of documentation necessary to the production process.
 - Responsibilities also include aiding in analysis, problem resolution and completion of all documentation necessary to the successful completion of the production process.
 - Lead the analysis of customer documentation
 - Manage component and process problem notification processes
 - Manage the posting, reproduction, and distribution of internal documentation
 - Lead resolution of discrepancies identified between customer and internal documentation
- Lead the maintenance of master files revision history.

Your Skills and Qualifications:

- Technical University Graduation is desirable;
- Experience on a similar position in an electronic manufacturing or automotive environment.
- Good Excel skills.
- Very good English

Plexus Manufacturing Solutions
Bihor, Romania
www.plexus.com;
jobs.ro@plexus.com

 Elimina

 Salveaza

 Aplica

Expira in **10** zile.

[Site Map](#)

[Joburi](#)

[Strainatate](#)

[Arhiva joburi](#)

[Cautari](#)

[Suport](#)

[Conditii](#)

[Confidentialitate](#)

RO EN HU PL