

# ROCKFORD CORPORATION / ROCKFORD FOSGATE

**JOB TITLE:** Documentation Specialist / Part Time estimated 25 hours per week

**JOB SUMMARY:**

The Documentation Specialist must bring a combination of strong communication and documentation skills to a fast paced engineering environment. The Specialist completes, tracking, logging, updating and version control of technical documents according to engineering standards. Position will include direct interaction with all departments within the organization.

**SUMMARY OF KEY RESPONSIBILITIES:**

- Support all team leaders as needed.
- Create and modify documents using Microsoft Office Suite and Adobe Acrobat Professional.
- Maintain electronic filing systems.
- Successfully work with internal and external departments.
- Balance and manage multiple tasks and priorities.
- Perform general departmental duties including but not limited to: photocopying, report binding, mailing, filing, and upkeep of internal access databases.
- Create / update ECOS and process.
- Assist in updating and maintaining Quality databases.
- Perform these and all other duties.

**QUALIFICATIONS:**

- Strong proficiency in Microsoft Office product suite including Word, Excel, Access, PowerPoint, templates and Outlook.
- Knowledge of, and/or proficiency in Adobe Acrobat/PDF manipulation and Microsoft Teams.
- Strong verbal and written communication skills including a professional and friendly demeanor.
- Excellent typing and grammar skills.
- Reading and understanding documentation and drawings.
- Proofreading and/or editing written materials.
- Regular and reliable attendance.
- High school diploma or equivalent.
- Oracle, Solidworks and AutoCad experience a plus, but not required.

The above statements are intended to describe the general nature and level of work being performed.

*They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

Applicants should send current resume to [jobs@rockfordcorp.com](mailto:jobs@rockfordcorp.com)