



Come work as a Change Control Administrator at a growing company that offers great benefits with opportunities to advance and learn alongside accomplished business leaders ... Become a part of our team!

Get to Know Us

Flux Power is a fast-paced, high-growth (40% YoY), publicly traded company (NASDAQ: FLUX) that is leading the adoption of lithium-ion technology solutions. We design, manufacture, and sell advanced lithium-ion battery packs that are disrupting the 100+ year old market for lead acid batteries. Our battery packs are used to power industrial and commercial equipment like forklifts and airport ground support equipment, as well as new applications like solar-powered EV charging stations.

About the Role

The Change Control Administrator is responsible for maintaining company-controlled documents, drawings, records, and data while ensuring their accuracy, quality, and integrity.

What you Will be Doing

- Execute the company's document control & record retention processes
- Review, process & release of Change Requests, Change Orders and Deviations
- Coordinate Change Control Board meetings
- Manage DCN & ECO action items and ensure their closure
- Maintains the Document Control System; ensure adequacy of procedures for assurance of document security, archival, retrieval and record retention including maintaining applicable logs
- Maintains ERP database by entering new and updated information with a high level of accuracy in a timely manner.
- Scanning, filing of documents and record
- Provide support to Engineering and Quality team as needed
- Other duties as assigned

Required Education and Skills

- Minimum of 3 years of experience in Document, Data and Record Control Management function
- Two-year degree or relevant experience may be considered in lieu of this requirement per the hiring manager's discretion
- Must demonstrate fast typing (50 Words per minute and over) and accuracy of 95% or greater
- Must have excellent computer skills and be proficient in MS Word, Excel, PowerPoint, Adobe Acrobat and ERP/MRP or similar systems is required.
- Excellent attention to detail and ability to multi-task in a fast-paced hyper-growth environment
- Good communication and interpersonal skills
- Knowledge of ISO9001:2015

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

What Can We Offer You for All Your Hard Work?



Benefits

- Medical, dental and vision insurance options
- 401K Plan with company match
- Life Insurance
- Paid Time Off
- Paid Holidays

We are committed to a safe, drug-free workplace by performing pre-employment background checks and substance testing.

Notes

- No recruiters, contractors, or consultants, please.
- No relocation assistance or visa sponsorships available for this position.

Please review our career page at <https://www.fluxpower.com/careers>

****Flux Power is proud to be an equal opportunity employer committed to providing employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age or disability, or any other class protected by Federal, State or local laws. Flux Power complies with all employment eligibility verification requirements of the Immigration and Nationality Act and all must have the authorization to work in the US.*