



Come work as a Document Control Specialist 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 Document Control Specialist 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 process
- Maintain Master list and document history files and MRP system
- Reviews ECP's and documents for accurate format, signatures, dating, and Good Documentation Practices
- Coordinate and run Change Control Board meetings
- Manage ECO action items and ensure their closure
- Control scan, image, organize, file, store, maintain, and distribute documents
- Ensures timely distribution of latest revision level documentation to appropriate users and ensure that obsolete documentation is removed from distribution and previous revisions are archived
- Create and upkeep a variety of QMS document numbers, part numbers, drawings, manuals, blueprints, and software in a variety of filings systems and databases. Post changes to revision level documents, release and notify affected departments.
- Processes documentation initiation and change requests
- Archive inactive records in accordance with the records retention schedule
- Index, file, archive, and manage off-site storage-controlled copies of quality records and other corporate records
- Training employees on document control and records management procedures.
- Provide support to Engineering and Quality team as needed
- Performs other related duties as assigned

Required Education and Skills

- Minimum of 5 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 have excellent computer skills and be proficient in MS Word, Excel, PowerPoint & Adobe Acrobat. Experience working with ERP/MRP or similar systems is required
- Knowledge of ISO9001:2015 QMS documents and records
- Can understand drawings and specification
- Experience across all phases of product development from prototype to production
- Excellent attention to detail and ability to multi-task in a fast-paced hyper-growth environment



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

COVID-19 Precaution(s)

- Personal protective equipment provided or required
- Sanitizing, disinfecting, and cleaning procedures in place

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.*