

NeoCoil, LLC, is an industry leader in MRI compatible medical devices. Our focus, through innovation and precision, is to engineer and manufacture the highest quality devices for the medical industry. Due to our growth and continued success, we are seeking a full-time **Engineering Documentation Specialist** with experience in document control and quality assurance who will support the engineering team.

Responsibilities include: act as a central source for all engineering documentation including design and development documents, procedures and forms. Compile and maintain project records including design history files, device master records, and technical files. Support project teams with document release and revision updates. Manage document workflow and drive timely completion of engineering reports, forms and drawings. Review documents and other project-related inquiries in order to assess compliance with company's protocol's and procedures.

The successful candidate will possess a Bachelor's Degree and 3+ years experience working in medical device or similarly regulated industry (or high school diploma and the equivalent combination of experience). Strong knowledge of medical device, or similar industry regulations (FDA, ISO) with experience interpreting engineering drawings; strong process improvement mindset, passion for quality and attention to detail; strong technical aptitude and the ability read and comprehend technical documentation, execute procedures, and a demonstrated understanding of system documentation. Maintains ownership of assigned tasks and possesses strong analytical and problem-solving skills. Above average proficiency with MS Word and Excel are a must, as is reliability, responsiveness and effectively handling competing priorities.