

Document Control Specialist

Department: Operations
Reports to: Operations Manager
Location: Union City, CA ; Port Orchard, WA; El Paso, TX
Experience: 2 to 5 years
Job Type: Full Time (non-exempt)
Education: Min. High school diploma
Travel: Up to 10%

About Us

Tournesol Siteworks is a national manufacturer of landscape products for green buildings based in the San Francisco Bay Area. We're a growing company, with manufacturing facilities in California, Washington and Texas, working on environmentally-conscious commercial construction projects across the U.S and Canada. We're a tight-knit group looking for a real team player.

About the Team

The Operations team is currently seeking a Document Control Specialist to work at one of our manufacturing facilities. This role would work across two teams, including Operations and Engineering.

About the Role

As a Document Control Specialist, you'll be responsible for creating, revising, and reviewing the Bill of Material (BOM) for all of our products, across all locations, by using our MRP system. You'll work closely with Engineering to ensure that all materials needed are scoped and accurately accounted for when reviewing BOMs for current product and new product development. You'll also closely work with Purchasing, Scheduling and Plant Managers at each of our facilities. You'll have a direct hand in accomplishing our #1 goal – a successful project in every way.

Essential Duties and Responsibilities

- Review all current products and their corresponding BOM in system
- Process change requests and keep BOM up to date
- Work closely with Engineering during the development phase to create and refine BOM
- Audit BOMs regularly to ensure accuracy
- Create item Id's in the system as needed
- Review and revise part/item ID's to ensure production and sales information is the same
- Establish routing structures and ensure successful handoff to and from team
- Gain an understanding of the technical product design requirements

Necessary Skills

- Minimum of 2-5 years generating Bills of Material experience preferred
- Ability to read and understand Engineering drawings/specifications
- Fluent with all MS Office applications, specifically excel
- Exceptional communication and organizational skills
- Ability to multi-task, prioritize and manage time effectively
- Excellent interpersonal skills to create positive interactions with team members
- Ability to think quick, research and troubleshoot to provide resolutions
- Ability to remain calm and in control, even when under pressure
- Regular attendance is critical

Tournesol Siteworks provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, or veteran status. In addition to federal law requirements, Tournesol Siteworks complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

Benefits

- Competitive salary
- Paid time off
- Paid holidays
- Medical, dental, vision, disability and life insurance
- 401k with employer match

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, unless accommodation would cause undue hardship to the business. While performing the duties of this job, the employee is regularly required to:

Frequency	Physical Demands																	
	Lift/Carry				Push/Pull				Bend									
	< 10 lbs	11-20 lbs	26-40 lbs	41-100 lbs	< 12 lbs	13-25 lbs	26-40 lbs	41-100 lbs	Squat/kneel	Sit	Walk	Stand	Climb	Crawl	Reach above shoulder	Handling / Fingering	Twist/Turn	Keyboard
Occasionally	X														x	X	X	
Frequently											X	X						
Constantly										x								x

Occasionally – Activity or condition exists 1/3 of the time

Frequently – Activity or condition exists from 1/3 to 2/3 of the time

Constantly – Activity or condition exists 2/3 or more of the time

“Frequently” or “Constantly” are ESSENTIAL elements, or demands occurring in the job since they exist, in general, more than half of the time.

Physical demands which are designated “Occasional” may be considered essential depending on other conditions.

To Apply

Submit your resume and salary requirements to jobs@tournesol.com

Please do not submit more than once. We’ll do our best to respond within 3-5 business days to candidates being considered for the position. After a preliminary phone interview, you may be scheduled for an in-person interview. For more information visit www.tournesol.com or follow us on Instagram and Facebook.