

Company Background:

Andrea Systems LLC is an AS9100 supplier of communications systems and equipment for aviation and military applications. Located in Farmingdale, New York, Andrea Systems was originally part of Andrea Radio Corporation, then part of Andrea Electronics Corporation. For over seventy years Andrea has provided high quality, state-of-the-art communications technologies for both military and commercial applications. We are a leader in the manufacturing of audio amplifiers and intercom systems for aircraft including:

- Bell Helicopter AH-1, 212, 412
- Boeing B-52, FA-18, KC-135
- Lockheed Martin C-5A, C-130, F-16, F-117, U2
- Northrop Grumman F-14
- Sikorsky Aircraft UH-60
- And many other military and commercial applications with products used worldwide.

In addition to our traditional product line Andrea Systems, has recently advanced into the design and manufacturing of innovative medical products.

For further information about the Company and our products, please see our website <http://www.andreasystems.com>

DOCUMENT CONTROL ADMINISTRATOR

Position Summary:

The successful candidate will serve as a central contact for controlled documentation within Andrea Systems. This individual will work closely with both Operations personnel in support of existing products and Engineering personnel on release of new products. The position will report to the Engineering Manager.

Responsibilities:

- Maintain electronic and hard copy engineering documentation including drawings, parts lists, ATPs, technical manuals, customer specifications, and project documentation.
- Enter item master information and parts lists to the Macola MRP system.
- Create Engineering Change Orders based on provided technical information.
- Track Engineering Change Orders and facilitate signature.
- Maintain logs and files within the Documentation Control Department.
- Work toward the continuous improvement of product documentation for clarity and accuracy.

Qualifications:

- Two to Four years experience in engineering and manufacturing Document Control.
- Ability to read drawing packages and indented parts lists for consistency.
- An understanding of Engineering Change Control processes and requirements.
- The ability to work as a team with the Change Control Board members.
- Attention to detail and accuracy.
- Strong organizational skills.
- Experience with MRP parts entry and maintenance, Macola strongly preferred.
- Familiarity with AS 9100 or ISO 9000 systems is a plus.
- Experience with CAD software is a plus.