

Heron Engineering is an SME located in Athens, Greece, whose core activity is Structural Analysis in the Aeronautics and Space domain. We are assembling a talent pool, and we are looking for qualified collaborators in different fields who would like to work with us.



Job location :
Athens, Greece

How to apply :

If you wish to express your interest in joining our talent pool, please send us your CV and motivation letter at : hr@heron-engineering.gr

Documentation Specialist

Ref.: DOC-2018-02

Objective :

The **Documentation Specialist** collects, maintains, and distributes all documents necessary to define product configuration and control processes that ensure conformance to customer requirements; develops and maintains a comprehensive filing system and computer database for all documents to be retained in the document control center; manages the operation of the document control center to ensure that all users have the latest revision of appropriate documentation in a timely manner.

Tasks:

Collection and Maintenance

The Documentation Specialist collects and maintains files of the latest revision level documentation necessary to define product configuration and control processes.

Distribution

The Documentation Specialist is responsible for timely distribution of latest revision level documentation to all appropriate users and ensure that obsolete documentation is removed from distribution.

Computer Database

The Documentation Specialist will maintain a computer database of all filed documentation that ensures fast retrieval of documents.

Reports

The Documentation Specialist will produce documentation related reports

Qualifications :

Post-secondary educational degree;
Organizational Skills/Thoroughness;
Excellent communication skills;
Fluent in English: speaking, reading, and writing;
Knowledge of French or German is a plus;
Knowledge of the Eclipse platform will be considered an asset.

Deadline :

We plan to close the talent pool by the end of **March 2018**.