**Logo, company name

Description automatically generated**

**Genera**l Description / Language to Use for Job Postings:

OMW Corporation is a highly respected contract manufacturing company specializing in precision machining of custom metal and plastic parts for some of the world’s largest aerospace, electronics, and healthcare companies. We’ve been in business for over 20 years, own our own building, and have grown steadily since our founding (five times on the INC. 500/5000). We are looking for another team member to join us full time and long term.

The Document Specialist position provides support to the Quality Control Department. The Document Specialist creates and maintains records and enters data into defined templates. The Document Specialist prepares and proofreads a variety of documents providing traceability for parts manufactured by OMW.

**Reports to:** Director of Operations

**Responsibilities:**

* Collect, scan and upload material certifications
* Enter data into inspection reports and first article documents
* Proofread documentation packages
* Create Certificates of Conformance and other documents to meet customer requirements
* Create inspection documents using Inspection Expert Software (will train)
* Provide additional support as need to Quality Control

**Minimum Educational Qualifications/Skills:**

* High School Diploma; college degree desirable
* Complete fluency with written English language, excellent writing skills
* Basic knowledge of Microsoft Word and Excel
* Detail-oriented and able to work with a high volume of documents in a fast-paced environment
* Highly organized and process-oriented
* Excellent oral communication skills
* Ability to work independently and in a team environment

**Minimum Previous Experience:**

* Entry Level

**Minimum Additional Training:**

* N/A

**Other Skills:**

* N/A

This is an entry level position, but industry experience is desirable. You will be working closely with our Director of Operations and Quality Control team to support production of manufactured parts. Note that in your role, you will be required to carefully and consistently follow sometimes complex written procedures (training will be provided).

Candidates must be well organized, patient, have a positive attitude and be able to function in a team environment with constantly changing priorities. This is an excellent position for someone re-entering the workplace, or someone with a liberal arts background looking for a solid job opportunity with good benefits.

Applicants must be US citizens or legal residents. After 90-day probation period benefits include 100% company paid healthcare for the employee (80% for family), paid vacation and holidays, retirement plan with company contribution, educational support, good bonuses, and more. Please email your resume or job history. Suitable candidates will be contacted for interviews.    
  
OMW Corporation is an equal opportunity employer and drug-free workplace.

Resumes may be emailed to: [joeo@omwcorp.com](mailto:joeo@omwcorp.com)

Logo, company name

Description automatically generated

**OMW Corporation**

*Precision Machining & Contract Manufacturing*

354 Bel Marin Keys Blvd.  
Novato, CA  94949  USA

Main Ph: 415-382-1669  
[***www.omwcorp.com***](http://www.omwcorp.com/)