



ESI Technologies Group, part of the Indutrade Group, is the leading supplier of Process Equipment & Engineering Solutions into the Pharmaceutical, Chemical and Biotechnology Industries in Ireland & UK.

Our wide range of products include Control, Instrumentation, Valve & Actuation, Pressure Safety devices, Pumps, Heat exchangers, Skids, Vacuum, Tank & process equipment, Filtration, Clean room pipe insulation, and Tubing & fittings.

The continued expansion of our Irish and UK Sales Operations has resulted in the requirement for the following position:

### **Technical Documentation Controller/CAD Technician**

Reporting to the Documentation Business Unit Leader, and joining our Documentation team, this position will be based in our Cork office. Responsibilities will include:

#### **Duties of the Role include:**

- Documentation control for both ESI Technologies & Process UK business.
- Logging of all customer orders requiring full documentation packages on "Main Log" via SharePoint.
- Issuing ESI Vendor Document Schedule (VDS) to each customer requiring documentation package.
- Ensuring that documentation packages are logged, compiled, and provided to customer in line with required due dates with Milestones achieved throughout the project duration.
- Creation of 2D/3D drawings to support customer specific customer documentation requirements.
- Uploading of documentation in electronic format to ESI Doc's portals or customer portals as required.
- Invoicing of doc's line items once final copies issued & chasing of doc's invoices if required/agreed with accounts.
- Running of documentation related KPI's & customer reports as job/project requires. Responsible for the documentation record management system (computerised quality system tracking tool).
- Maintain accurate and detailed records of customer job files.
- Responsibility for awareness and action of related personal, department & company Procedures/KPI's.
- Need to meet deadlines and work towards set team, departmental & project targets.
- Adherence to companies ISO 9000 Quality, and Health & Safety procedures.
- Build relationships working in partnership with all divisions & departments within ESI and other cross functional teams.
- Other duties as deemed necessary by company management.

#### **Ideally the candidate would possess the following skills/experience:**

- Experience in AutoCAD or other drawing software...
- Excellent administration & IT skills, including experience with MS 365, Excel, MS Word, PowerPoint & ERP systems.
- Must be able to identify customer needs and recommend appropriate solutions whilst achieving the highest level of customer satisfaction.
- Be capable of working consistently both as part of a team and on own initiative.
- High attention to detail, with technical speed and accuracy.
- Reliable and committed with ability to work in busy customer focused environment.
- The ideal candidate will be analytical, detail-oriented, organised and be capable of using their own initiative
- Effective communication and People skills are a prerequisite.

This is a terrific opportunity for an initiative-taking, experienced & customer orientated person to join our company with a focus on supporting our Irish & UK business & being part of a growing team.

Remuneration package is commensurate with experience.

Position: Permanent

Applications in writing to:

The HR/Training & Development Manager, [hr@esitechgroup.com](mailto:hr@esitechgroup.com). Replies only provided to those who are shortlisted.