

Maintenance and Documentation - Engineer

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Company: QuEST Global Services Pte. Ltd

Location: India

Category: architecture-and-engineering

Quest Global is an organization at the forefront of innovation and one of the world's fastest growing engineering services firms with deep domain knowledge and recognized expertise in the top OEMs across seven industries. We are a twenty-five-year-old company on a journey to becoming a centenary one, driven by aspiration, hunger and humility.

We are looking for humble geniuses, who believe that engineering has the potential to make the impossible, possible; innovators, who are not only inspired by technology and innovation, but also perpetually driven to design, develop, and test as a trusted partner for Fortune 500 customers.

As a team of remarkably diverse engineers, we recognize that what we are really engineering is a brighter future for us all. If you want to contribute to meaningful work and be part of an organization that truly believes when you win, we all win, and when you fail, we all learn, then we're eager to hear from you.

The achievers and courageous challenge-crushers we seek, have the following characteristics and skills:

Roles & Responsibilities:

The Documentation Engineer will support the Engineering team in successful completion of projects by preparing and submitting technical/maintenance documentation and keeping control of the documentation for the project. The Documentation Engineer ensures that the mandatory process, method and tool required for creating technical documents are implemented for the project/subproject he/she is working on. We are looking for motivated

individuals who strive for quality and continual improvement.

Area of Responsibility/ Main Tasks

Review & understand the documentation submittal requirements of the contract

Create custom manuals/ procedures in the contractually required format

Uploading & downloading of the documentation, such as drawings and manual from customer documentation sites

Maintain document control system and keep track of all submittals

Participate actively in the improvement of the Engineering support processes

Support Technical Project Managers in preparing project reports

Communication internal and external

Required Skills (Technical Competency):

Knowledge and experience working with technical Documentation systems

Preferable Rail Domain

Experienced in MADCAP Flare or Central

Technical Graduate in any stream equivalent to engineering in areas such as Industrial, Process, Quality, Logistics.

You have at least 8-10 years of experience in a relevant professional group or activity.

Team leadership experience is desired.

You must be fluent in English & Knowledge of Hindi/German language would be an advantage

Desired Skills:

You are passionate about understanding complex problems and finding suitable system solutions

Good communication and presentation skills complete your profile.

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