



Documentation Engineer

HARDI is often considered to be the world's leading specialist manufacturer of crop protection equipment. HARDI Australia is in a sustained growth phase and seeking to bring motivated Documentation Engineer to its Adelaide based Engineering Team.

Key Skills:

- Relevant Tertiary Qualification in an Engineering Discipline
- Superior demonstrable literacy skills
- Minimum 3 years technical writing and illustration experience
- Familiar with 3D CAD software platforms (*Creo by preference*)
- Familiar with Illustrator & Frame Maker software programmes
- Familiar with Microsoft Office Products
- Experience in an engineering / manufacturing based industry
- Familiar with spare parts catalogues and e-documents
- Advanced competency compiling and maintaining Bills of Materials (BOMS)
- Experience working with MRP and ERP platforms such as Microsoft AX
- Able to adapt to constantly changing priorities
- Superior time management skills
- Ability to write thorough and concise documents and reports
- Able to work independently
- Able to meet KPIs

DUTIES: Create/compose and update Operator Manuals for HARDI products

- Create/compose and maintain exploded parts pages
- Create Bills of Materials (BOMs) for spare parts (per diagrams) in the ERP system
- Create/compose & update product assembly documentation
- Create/compose & update Standard Operating Procedures for production technicians
- Maintain spare parts product family configuration records
- Assist/participate in training programs where required
- Assist with continuous improvement initiatives within the assembly and fabrication areas as required
- Support writing of WH&S documentation
- Observe and promote safe workplace policy at all times
- Other duties as instructed

ACCOUNTABLE FOR:

- Observing and complying with all company Work Health & Safety regulations
- Ensuring all Product Manuals are updated as required
- Ensuring that all Operator Manuals are updated as required
- Ensuring that all production work station documentation is updated as required
- Ensuring that all Standard Operating Procedures are updated as required
- Ensuring that all spare parts pages are updated as required
- Ensuring that all BOMs for spare parts are current and correct
- Ensuring that all communication to which you are a party is handled professionally in a timely manner
- Ensuring that all documentation you generate meet the standards set by HARDI Australia
- Ensuring that best practice engineering principles are adhered to in all activities with which you are associated
- Ensuring engineering solutions and learning is clearly documented and committed to organisational knowledge
- Ensuring that effective communication and support is provided to other HARDI Group Engineering departments where required

If you are looking for a challenging role with genuine global interaction and have the experience and credibility we are looking for, HARDI Australia would like to hear from you.

Apply Now: Send your resume with a short covering email to jobs@hardi.aus.com

PLEASE NOTE: Applicants MUST be eligible to live and work in Australia

HARDI Australia is committed to gender balance within the workplace