



About Bentek

Founded in 1985, Bentek is a leading EMS provider of high-complexity, low-volume assemblies to capital equipment manufacturers as well as emerging high-tech industrial companies in the semi-conductor, flat panel, defense, solar, and RFID sectors. Headquartered in San Jose, California, Bentek services include product design, engineering services, cable and harness assembly, box build, large scale and complex system integration and test. Bentek has recently developed an in-house family of solar combiner products serving the needs of utility scale and large commercial solar installations.

Position: Document Control Clerk

Summary:

Document control clerks categorize, file and retrieve documents using specific classification and organization systems. Clerks are responsible for the orderly recording and keeping of physical and electronic documents, including distributing new documents and discarding obsolete records. Clerks might be required to keep records and logs of document retrievals, updates, distributions and removals.

Essential Duties and Responsibilities:

- Update logs, databases and catalogues. Maintains files of engineering drawings, project reports, specifications, product proposals and documentations;
- Prepares process and status reports, assigns and monitors document numbers, and reviews documents for accuracy and completeness;
- Ensures documents meet standards for production;
- May order supplies to maintain reproduction services.

Knowledge, Skills & Experience:

- 1-2 years' experience in a similar position
- High school diploma or equivalent
- Ability to handle multiple tasks concurrently and meet deadlines
- A self-starter who can work independently in a fast-paced environment
- Friendly and outgoing with warm personality!
- Good typing and computer skills
- Strong communication abilities
- Hardworking, detail oriented and organized
- Proficient in spelling, grammar and composition

LEVELING REQUIREMENT (JOB SKILL LEVEL):

- **Entry Level:** Acquire job skills and learn company policies and procedures to complete routine tasks. Work on assignments that are routine in nature where limited judgment is required. Has little or no role decision making. Normally receive detailed instruction on all work. Works under close supervision. Typically a minimum of 0 – 1 year related experience.



- ***Intermediate Level:*** Apply job skills and company policies and procedures to complete a variety of tasks. Work on assignments that are semi-routine in nature where ability to recognize deviation from accepted practice is required. Normally receive general instructions on routine work, detailed instructions on new assignments. Typically requires a minimum of 1 - 2 years of related experience.