

DE SOUTTER MEDICAL EXTERNAL JOB SPECIFICATION

Vacancy: Documentation Engineer / VBA Developer

Availability: Immediate

Location: Aston Clinton, Nr Aylesbury, Bucks

Company Description:

- We are an industry leading, high-tech medical device manufacturer.
- Having recently moved to a state-of-the-art facility in Buckinghamshire, we are looking to expand our Design & Quality Engineering department.

Job Description & Responsibilities:

- Collaborate with a team of electrical and mechanical engineers to produce a variety of technical documentation (user manuals, risk assessments, test reports, etc)
- Create and maintain standardised and automated MS Word/Excel forms and templates (including use of VBA/VSTO)
- Ensure the documentation meets the relevant regulatory requirements
- Assist in the maintenance and review of supporting technical data/documents
- Liaise with translators to co-ordinate the translation of user manuals and other documents as required
- Work in conjunction with the Marketing department to ensure consistency throughout non-technical documentation

Experience:

- Minimum 2 years in a relevant, related role
- Experience developing MS Word/Excel templates, forms and MS Office customisations
- Data management, including the use of databases and SQL
- Broad electro/mechanical engineering background
- Experience of interpreting and implementing standards and regulations (particularly medical)
- Experience with translation/localisation processes may be useful

Skills:

- Highly proficient in the development of MS Office document templates and forms
- Proven skills in VBA, VSTO and database integrations for MS Office
- XML publishing (DITA & Adobe Framemaker)
- Familiarity with Adobe Extendscript, Javascript or similar
- Solidworks & 3DVia Composer desirable
- Familiarity with C# desirable

Traits & Qualities

- Ability to communicate clearly and concisely, both verbally and in writing, to technical and non-technical audiences
- Excellent organisation skills for a demanding environment
- Attention to detail, quality and consistency
- Ability to work well under tight timescales and pressure
- Willingness to learn, improve and adapt

Qualifications:

- Preferably degree educated (minimum 2:1) in a technical subject, such as Engineering