

XP Power is a designer and manufacturer of electronic power conversion products which it supplies to the electronics industry. It serves the Industrial, Healthcare, Semiconductor Equipment Manufacturing and Technology markets. It has sales and marketing operations in North America, Europe and Asia and manufacturing in China, Vietnam and North America. The Company is listed on the London Stock Exchange.

The Company has a history of consistently growing revenues (18% CAGR over the last 4 years) and profits (16% CAGR over the last 4 years) and is highly cash generative. Revenues in 2019 were in excess of US\$250 million. The company has ambitious growth plans to enter the FTSE250 within the next 3 years. XP Power has been consistently profitable and cash generative.

Current situation

Over the last 10 years XP Power has transformed its business from that of a distributor to a designer and then manufacturer of its own product. The Company has also expanded its addressable market through acquisitions of businesses that allow it to access the profitable areas of high voltage and radio frequency power. This strategy has enabled the Company to penetrate a significant number of blue-chip customers in its target market sectors and has resulted in a significant increase in earnings. With this expansion the business has become progressively more complex and many new exciting roles with good career development opportunities are being recruited.

The opportunity

We are looking for self-motivated professionals who thrive in fast paced dynamic environments to join our team. We are proud of and committed to our culture that values Customer Focus, Flexibility, Knowledge, Speed, and Integrity. Joining our team means you will work in a high performing global company where employees collaborate and strive for excellence and can make a difference.

Job Title: Documentation Control Analyst

Reports to: Director of Engineering

Location: RF Product Group, Gloucester, MA

Employment Type: Full time, Non-exempt

Position Summary:

The Document Control Analyst is responsible for ensuring that Bills of Materials (BOMs), product documentation, and manufacturing orders are accurately created and maintained. Assist manufacturing engineering in creating required documentation for product launch and transfer. You will work with Electrical, Mechanical, Sales, Customer Service, Purchasing, and Production departments. The successful candidate will have a track record of diligent work as well as flexibility in a dynamic work environment.

Key Responsibilities:

- Create new part numbers and BOMs for standard series and OEM designs.
- Support Production by setting up BOMs in accordance with production workflow.
- Assist in creating and disseminating documentation to assist product ramp and transfer.
- Maintain BOMs and manufacturing orders for all subsequent Engineering Control Orders (ECOs).

- Investigate Engineering Change Requests (ECRs) and process ECOs.
- Perform research and document conversions and repairs.
- Other duties may be assigned as required.

Key Qualifications and Skills:

- Thorough knowledge of configuration management concepts, manufacturing methods, part numbering systems, database controls, and ECR/ECO processing.
- Operations background in electronics a plus.
- Ability to read and interpret schematics, assembly, and product specification drawings.
- Exceptional computer skills (including MS Word, MS Excel, and SQL).
- Ability to successfully track and manage multiple tasks.
- Attention to detail, accuracy and completeness is critical.
- Excellent written and verbal communication.
- Job requires a high degree of initiative.
- Familiarly with MRP systems a plus.
- Two years of relevant work experience preferred.

Benefits:

In addition to competitive salary, XP Power offers a comprehensive benefits package, which includes 100% company sponsored employee health insurance coverage, and a 401K plan. Non-financial benefits include a friendly work environment.

To apply, please send your resume with cover letter and salary expectation to:

Andrea Grant

HR Generalist

Email: vacancies@xppower.com

XP Power is an equal opportunities employer.

For further background on the company please visit

www.xppower.com.