

Position Title--Document Control

Position Number—28975

Location--Piedmont/Easley

Brief Description of Job Duties—Immediate opening for someone with a great eye for details. New opening due to increased business! This position will require someone to review procedures, production control sheets, SOP and other production documentation to ensure consistency, accuracy and completeness. Experience with Microsoft Word and Excel is required.

Requirements--Bachelor's degree with no experience or a minimum of 5 years of experience for candidates without a bachelor's degree.

Salary--\$12-14/hour

Your Contact information—Kendra Dennis, Technical Recruiter with Godshall Professional Recruiting, 864-242-3491, kendra@godshall.com