



Circ, Inc.
Engineering Document Control Manager

Looking for an opportunity that challenges and grows with you?

Circ is on a mission to power the clean closet with enhanced recycling technology that (re)sources nature's raw ingredients from global textile waste, promoting a truly circular ecosystem for the fashion industry. We aim to entirely eliminate the need for virgin resources and create a world where nothing goes to waste.

With sharp minds and soft hearts, our team of global scientists and business innovators have come together to solve big problems and are tackling one of the most damaging and polluting industries on the planet. Our mission is mighty, and so is our culture. We're the kind of do-ers who chase the seemingly impossible until we can say that it can in fact be done. At Circ you can expect warm smiles, wicked smarts, and the chance to really change the world.

Opportunity

We are looking for a Document Control Manager who is highly motivated and passionate about managing design engineering systems and product-supporting documentation for the Front-End loading (FEL) and detail design for a new to-be-built manufacturing site.

You will also oversee the proper filing of the engineering activities for our engineering department and ensure all engineering documentation activities are filed within a proven quality management process and standards.

Qualifications

- Bachelor's degree with a minimum of 3 years of experience or a minimum of 5 years of relevant experience, preferably in a Quality of Management System (QMS), Quality Document Management function in the chemical/Petrochemical, biochemical, renewable energy sector, or another regulated industry
- Organized
- Self-motivated
- Ability to effectively manage multiple projects and priorities with a high attention to detail

Responsibilities

The Document Control Manager will be expected to:

- Serve as the Document Control reviewer, ensuring documents/records and changes comply with established procedures and requirements of the Circ Engineering department and ensuring change elements are identified, compliant, and assembled for review and approval
- Promptly process Document/Engineering Change Requests and Change Orders (DCR, DCO, ECR, ECO) in compliance with Document and Record Control processes
- Proactively monitor document reviews and facilitate timely review and approvals by collaborating with appropriate representatives
- Coordinates, implements, and maintains the Engineering department's Document Control and Training System
- Coordinates labeling activities through change management, interfacing with suppliers and engineering personnel to meet quality standards and timelines
- Strictly follows established procedures and policies needed to meet the demands of document control of project management activities
- Ensure appropriate functional area representatives are involved in the review and/or approval process and archive paper and electronic quality records; review for compliance with applicable standards
- Implement engineering employee training on documents, SOPs, and procedures
- Deliver change control data, reports, and information upon request.
- Train personnel on Document Control systems, practices, and procedures as needed
- Track, monitor, and facilitate periodic review of documents
- Assist in project for continuous improvement

Diversity, Equity & Inclusion at Circ

We believe an equitable and inclusive work environment and a diverse, empowered team are key to achieving our mission. We're looking for candidates who can expand our culture and challenge business as usual. We strive to foster an environment where all team members can bring their whole selves to work, by their own definition, and we strive to provide all candidates with an equitable and accessible recruitment process.

We provide equal employment opportunities to all team members and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity or expression, veteran status, or genetics.

In addition to federal law requirements, we comply with applicable state and local laws governing nondiscrimination in employment in every location in which the company has Facilities.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

If we can offer accommodations for you in the recruitment process, or if you have feedback on how to make our recruiting more equitable or accessible, please let us know!

Contact/Application Submission: Please submit resume, cover letter, and 3 references to jobs@circ.earth.

No phone calls or information requests will be answered.