

**Job Title:** Drafting & Document Control Coordinator  
**Location:** Wallingford, CT and Remote

Hydrogen... the most abundant element in the universe is your ticket to a rewarding future. Every day there are reports of how hydrogen (produced by water electrolysis and renewable energy sources) is displacing fossil fuels, reducing greenhouse gasses, and helping to revitalize our planet.

Nel Hydrogen is the global leader in on-site hydrogen generation and the largest electrolyser manufacturer in the world. Armed with a full portfolio of water electrolysers and hydrogen fueling station technologies, Nel Hydrogen is leading the charge into the new green hydrogen economy.

If you are driven by personal initiative combined with loyalty and commitment to your team and the ability to convert complex issues into simple solutions, then we want to talk to you. Help make the world a better place. Join a company that is on the cutting edge of new energy innovations, with an energized, progressive culture.

**Nel Hydrogen**

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**POSITION SUMMARY**

An immediate opportunity exists for a qualified candidate to create and maintain engineering documents including drawings, assemblies, and engineering change records. In addition, the candidate will administer drawing and documentation releases in accordance with ISO9001 processes.

**RESPONSIBILITIES:**

Document control

- Manage business documents and records to ensure accuracy, quality, and integrity
- Maintain the Document Control database (Master List)
- Maintain current source documentation in Windchill
- Procure and maintain current list of Engineering standards
- Support the IT department with database management related inquires
- Enter and maintain part numbers, as applicable, to support various internal teams
- Track and report on timeliness of change completion which is Key Performance Indicator (KPI) for Change Management process
- Update the company intranet with general business, QMS, and other documentation
- Process owner for Document Control which includes support for internal and external audits
- As required for external projects, upload documentation to customer portals

Drafting

- Use Creo to model parts and assemblies and produce detailed drawings.
- Designs may be prepared from verbal or written instructions.
- Assist Engineers in the creation and maintenance of bills of materials, manufacturing process documents, specifications, etc.

- Process engineering change orders on new & existing products and manufacturing drawings.
- Creating drawings for design parts and tooling/fixturing suitable for quotation by vendors
- Creating manufacturing process drawings to document current processes
- Coordinate design activities with team members through the effective use of Windchill PDMLink.

#### QUALIFICATIONS:

##### Education:

High School Degree or GED is required  
Associate degree in CAD/CAM strongly preferred

##### Required Skills and Abilities:

- A minimum 4 years' experience using Pro/Engineer (PTC/Creo) to generate models & drawings common to the industrial equipment industry such as machined parts, sheet metal, plastic, tubing & multipart assemblies. Creo 4+ with experience with repeat regions is preferred.
- Experience managing CAD data with Windchill PDMLink or similar PDM environment. Windchill10+ preferred.
- A minimum of 2 years' experience working in engineering change control.
- Experience with electronic document control software is strongly desired, but not required.
- Self-motivated and an ability to work independently with minimal guidance and as part of a team of professionals.
- Familiarity with ANSI/ASME Y14.X drafting standards
- Proficient with Microsoft software applications, including Access, and Adobe software
- Experience with AutoCAD and/or KeyShot (rendering) is a plus

##### Competencies:

- Attention to Detail/Accuracy
- Problem Solving Skills
- Communication
- Time Management; priority goals
- Critical Evaluation
- Relationship Management
- Ethical Practice

The above statements reflect the principal functions of the position and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

Nel Hydrogen provides comprehensive health and insurance benefits for its employees as well as a stock option plan. The Company offers competitive paid vacation time, sick leave, and holidays.

The Company has a published Code of Conduct that all employees are expected to follow.

### Visas

- Nel will only employ those who are legally authorized to work in the United States. This is not a position for which sponsorship will be provided.
- Individuals with temporary visas such as E, F-1, H-1, H-2, L, B, J, or TN or who need sponsorship for work authorization now or in the future, are not eligible for hire.

We are an equal opportunity employer We are an equal opportunity employer-M/F/Disabled/Veteran and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. All employment is decided based on qualifications, merit, and business need.

To apply, please e-mail your cover letter and resumé to: [nelctcareers@nelhydrogen.com](mailto:nelctcareers@nelhydrogen.com).