



To apply for this job, please submit your resume to [jobs@rtl-corp.com](mailto:jobs@rtl-corp.com)

**Job Title: Engineering Drawing & Document Officer**

Location : 97 Highbury Road, Burwood 3125, VIC, Australia

Rectifier Technologies is a global, high-tech company specialising in innovative design and manufacturing of medium and high-power conversion modules and systems that service the industrial control, public utility, mining, telecommunications, and Electric Vehicle (EV) charging markets. We are seeking an experienced and detail-minded Engineering Drawing & Document Officer for our Research and Development department.

The following essential requirements should be highlighted in a cover letter:

- Create and maintain mechanical/electrical 2D and 3D drawings, BOMs, and documentation packs using SolidWorks, AutoCAD, MS Office, and ERP systems.
- Adhere to engineering design/documentation processes and release engineering documents to production.
- Create engineering documentation, including procedures and manuals.
- Assist in the mechanical design of systems and modules.
- Hands-on creation of mechanical and electrical prototypes in the workshop.
- Qualifications:
- Must have an eye for detail and be pragmatic and adaptable.
- Excellent written and verbal English communication.

Other requirements:

- Level of experience required 5 to 10 years. This is a mid-level role.
- Certificate IV in Engineering or Diploma of Engineering or equivalent industrial experience.
- Must be a self-starter, be a team player but require minimal supervision
- Must have a visa to work in Australia prior to application.

Please include answers to the following questions:

- What's your expected annual base salary?
- How much notice are you required to give your current employer?