JOIN OUR TEAM, CREATE A FUTURE FOR EVERYONE

Our team is the core of our mission to <u>transform cancer treatment</u> by expanding worldwide access to proton therapy – an advanced form of radiation therapy. We are always interested in hearing from anyone who shares our vision and believes that they can advance our mission.

Senior CAD/PDM Administrator

Regular, Full-Time
North Reading, MA

Summary

ProTom's flagship product is the Radiance 330® Proton Therapy System ("Radiance 330"). This cutting-edge radiation therapy system uses a synchrotron to generate, transport, and steer high-energy protons to treat with sub-mm accuracy. Under the direction of the Director of Mechanical Engineering, the CAD/PDM Administrator will be responsible for maintaining, updating, and archiving metadata for 2D and 3D CAD models. Responsibilities include managing workflows and file structure within the PDM system, primarily for SolidWorks mechanical and electrical CAD data. This role requires extensive collaboration with engineering in both mechanical and electrical areas of expertise, project management staff, purchasing, and with external suppliers of components and hardware

ProTom welcomes applicants from any point of origin; however, the position requires residence within commuting distance of the job site. No relocation benefits are included in the position.

Job Functions and Responsibilities

- Enhance and maintain existing PDM and CAD systems by understanding stakeholder feedback and the benefit to the organization to improve performance, reliability and speed.
- Maintain SolidWorks PDM out of the box solutions as systems administrator, while working with key stakeholders to enhance engineering productivity when using PDM system for CAD data management and revision control.
- Create and maintain drawing formats, standard notes, and tables.
- Provide documentation, training, and daily support for both mechanical and electrical engineering.
- Manage, perform or assist with PDM and CAD license management and upgrades.
- Manage, perform or assist with PDM and CAD software validation.

- Working closely with ERP team, Engineering and Operations to maintain integrity of data in ERP, PLM and PDM systems.
- Provide DOC control verification and approvals to both the PLM and the PDM sides of product development.
- Own and maintain the agreed upon product structure in the 3D space.

Education and Experience

- Associate degree or higher education related to engineering.
- 5+ years of experience with SolidWorks Mechanical.
- 1+ year of experience with SolidWorks Electrical.
- Use of SolidWorks mechanical and electrical for 2D and 3D CAD development.
- Knowledge of software and database validation compliance in an FDA regulated company.
- Knowledge of MasterControl and / or NetSuite software a strong plus.
- Programming experience VBA required; with C# being a strong plus.
- Tech savvy and exhibit a high level of problem solving and troubleshooting skills.
- 5+ years of experience as SolidWorks Enterprise PDM System Administrator.
- Programming experience VBA required; with C# being a strong plus.
- Excellent communicator verbally and written, as well as have strong technical skills with abilities to capture design intent in the 3D modeling domain.
- Ability to work well with people from many different disciplines with varying degrees of technical and business expertise.

Working Conditions

- Work is primarily performed in an office environment.
- Some work may occur in an environment that contains controlled and monitored radiation.