

Date: 17 December 2020

Job Description

Configuration Data Management Associate

JOB REQUIREMENT SUMMARY:

- Process drawing updates with substitute / replacement component parts discovered in a product due to obsolescence or unavailability of current components.
- Process Engineering Change Orders (ECOs) of electrical / mechanical / software design and drawing errors.
- Process corrections / mistakes made during the transition from Engineering to Production.
- Process corrections of design defects not discovered during engineering verification test.
- Normal maintenance of parts lists / BOMs and drawings during the product life cycle.
- Able to work independently in a fast pace, complex environment, and effectively multi-task to meet deadlines.
- Excellent verbal and written communications and attention to detail.
- Excellent interpersonal skills and a positive demeanor to interact with a variety of positions and levels within the company.
- Microsoft Office Skills (Word, Excel, Outlook, and PowerPoint).
- Knowledge of electrical and mechanical components and engineering terminology.

QUALIFICATIONS:

- Demonstrable experience in configuration management and/or data management consisting of 0 to 5 years. Must be a United States Citizen.
- Associate degree in design documentation or related technical field or equivalent work experience at a minimum of 5 years.
- Must have attained or be capable of earning a National Defense Industrial Association (NDIA) CDM Certification at the level of Apprentice.