

**JOB TITLE:** Configuration Management Specialist      **DATE:** 13MAY2019  
**REPORTS TO:** Engineering Manager      **DEPT:** Engineering  
**HOURLY/SALARY:** Salary      **EXEMPT:** Exempt  
**APPROVED BY:** Chief Operating Officer      **SUPERVISES:** None

## JOB SUMMARY

### DUTIES & ESSENTIAL JOB FUNCTIONS

- Analyze manufacturing Drawings and documents used by engineering for changes impacting production.
- Prepare Engineering Change Orders (ECO) and implement changes to Bill of Materials (BOM).
- Data entry into MRP Software the changes from current configuration.
- Utilize and train others on the ECO and documentation systems and processes.
- Review part specification and document for accuracy
- Assist with other documentation support tasks as requested.
- Degree or equivalent experience
- Read Drawings and change documents
- Knowledge of BOMs
- Excel knowledge and experience
- Analytical thinking and attention to detail.
- Communication skills to talk to program management, procurement/planning engineering and manufacturing.
- Experience in Defense Industry Bill of Materials/TDP and Documentation used for changes is a plus.

### OTHER FUNCTIONS AND RESPONSIBILITIES

- Participate and lead improvement projects

### QUALIFICATIONS

- Minimum 3 to 5 years' experience in related role
- Must be familiar with bills of materials (BOMs) structure, assembly drawings, and data packages containing customer circuit card assembly, electromechanical, and cable information

### REQUIRED

- Working knowledge of ERP systems
- MS Office knowledge (e.g. Excel, Word)

## **PREFERRED**

- Intermediate or advanced level user of MS Office products
- Strong understanding of ERP system functionality

## **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

- Physically tolerate extended periods of sitting at a computer and keyboarding, frequent walking, occasional periods of standing and occasional lifting and carrying of up to 20 lbs.