



## JOB DESCRIPTION

<b>TITLE</b>	CONFIGURATION CONTROL ASSISTANT	<b>DEPARTMENT</b>	CONFIGURATION/ENGINEERING
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<b>FLSA CLASSIFICATION</b>	Non-Exempt/Hourly	<b>PAY RANGE GRADE</b>	6
<b>REPORTS TO</b>	Engineering Manager	<b>SUPERVISORY DUTIES</b>	None
<b>APPROVAL</b>	Engineering Manager	<b>DATE PREPARED</b>	2023

### POSITION PURPOSE:

- To perform all duties associated with configuration and documentation control.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Enters and maintains bills of materials in the computer system.
- Assists with maintenance of the Item Master.
- Assists with the monitoring of part standardization, description, and numbering standards.
- Assists with Engineering Change Notice activities including implementation, proofing, and documentation control.
- Assists with maintenance of travelers.
- Assists with preparation and coordination of Technical Action Requests (TAR's).
- Assists with maintenance of parts catalog library.
- Maintains customer documentation files in accordance with the Company's Quality System.
- Reviews and issues documentation for jobs in accordance with the Company's Quality System.
- Assures that all activities are performed in compliance with the Company's Quality System.
- Makes process/business flow improvement recommendations as appropriate.
- Participates in internal and external quality system audits as needed.
- Participates in and coordinates committee activities as needed.
- Maintain "qualified" status on all required in-house training.
- Performs data entry as required.
- Participates in or coordinates committee activities.
- Maintains an organized and neat work area.
- Other duties as required or assigned.

### EDUCATION AND EXPERIENCE:

- Minimum: Two (2) years configuration control and one (1) year data entry experience or related work in an electronic contract manufacturing organization, electronic high tech or related industry. CAD experience a plus.
- Diploma or GED from an accredited high school or technical school.
- Microsoft Office Suite necessary including Word, Excel, PowerPoint, Outlook; Adobe Acrobat
- Good comprehension of mathematical concepts.

### JOB KNOWLEDGE, SKILLS AND ABILITIES:

- Able to speak, read and write using the English language as it relates to the job requirements.
- Strong communication, organization, and time management skills.
- Proficient user of windows-based computer programs.
- Able to multi- task and bring tasks to closure.
- Excellent typing and data entry skills.



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- Excellent telephone etiquette.
- Excellent verbal communication skills.
- Detail oriented
- Proficient use of calculators.
- Proficient in Microsoft Excel.
- Able to file alphabetically and numerically.
- Able to work with minimum supervision.

**SUPERVISORY RESPONSIBILITIES:**

- None

**TRAINING RECOMMENDATIONS:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Made~2~Manage – ERP System</li> <li>• ESD</li> <li>• Hazard Communication Training</li> <li>• ISO 9001:2015 Overview</li> </ul> | <ul style="list-style-type: none"> <li>• Lean Manufacturing Introduction</li> <li>• Basic Safety Training</li> <li>• Sexual Harassment Prevention Training</li> <li>• Other training as required</li> </ul> |
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**PHYSICAL REQUIREMENTS:**

- Regularly required to lift up to 5 pounds.
- Occasionally required to lift up to 15 pounds.
- Computer typing is required.
- Regularly required to move files and papers generally within the office area
- Regularly required to sit, stand, reach, bend and walk primarily in the office area.
- Light to moderate physical effort required.
- Continuous mental and visual attention required.

**PERSONAL PROTECTIVE EQUIPMENT:**

PPE Face Mask (based on current mandate)

**WORK ENVIRONMENT:**

- Works in a climate-controlled office separate from the manufacturing floor.

**OTHER:**

- Will be required to perform other duties as requested, directed, or assigned.