

Configuration Associate: Configuration Associate I

Reviews engineering documentation, reports, specifications and drawings to determine documentation and material requirements, ensure compliance with engineering specifications, and to ensure engineering orders reflect latest requirements. Analyzes proposed changes in product design to determine effect on documents such as drawings, test specifications, and manuals; ensures all documents have required approvals. Compiles release packages ensuring all documentation is present. Notifies appropriate departments of any new or updated data. Maintains audit trails. Researches and resolves inconsistencies with design, production, material or program office.

Knowledge

Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.

Supervision Received

Close supervision involving detailed instructions and constant checking on work performance.

Consequence of Errors

Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.

Contacts

Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.

Minimum Education and Experience

Entry Level. 0+ years of directly related experience with a Bachelor's Degree in Finance, Business or a related field. Basic MS Word, PowerPoint and Excel skills.