

Configuration Associate: Configuration Associate II

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

Full knowledge of the job. Substantial acquaintance with and understanding of general aspects of the job with a broad understanding of the detailed aspects of the job.

Supervision Received

General supervision and instructions given for routine work, and detailed instructions given for new activities or special assignments.

Consequence of Errors

Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.

Contacts

Contacts are typically with individuals within own department and occasionally with contacts outside own organization. Contacts involve obtaining or providing information or data requiring some explanation or interpretation.

Minimum Education and Experience

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