

# Configuration Associate: Sr. Configuration Associate

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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**

Extensive knowledge in specialized functions. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered.

## **Supervision Received**

Minimal supervision. Work may be done without established procedures.

## **Consequence of Errors**

Errors are very difficult to detect and would normally require significant expenditures to resolve.

## **Contacts**

Contacts are frequent with individuals representing outside organizations and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications and require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication.

## **Minimum Education and Experience**

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