Department: **Engineering**

Reports To: **Sustaining Engineering Manager**

Job Title: **Configuration Management (CM) Associate**

The Configuration Management Associate position reports directly to the Sustaining Engineering Manager. The position is responsible for the administration and maintenance of product definitions, item masters, and bills of materials within our enterprise resource planning (ERP) software (EPICOR). The position aids in processing engineering changes and electronic documentation, including the release and distribution of documents internally and/or externally. The role requires interfacing and coordinating with the Engineering team and other departments to ensure that changes are executed and released properly in accordance with our Configuration Management and Change Control processes, owned by the sustaining engineering group.

**Key Responsibilities:**

In this role the responsibilities will include, but not be limited to:

1. Part/Item master/bills of materials generation and maintenance in ERP software (EPICOR).
2. Aids in processing engineering change forms and documentation, and releases.
3. Perform day-to-day operational activities as it relates to the Configuration Management process.
4. Maintenance and administration of documents and engineering logs within the engineering department.
5. Liaison to others within engineering and other departments to help facilitate and processing of engineering changes.
6. Maintenance and administration of status reporting the sustaining engineering group performance metrics to management.

**Requirements:**

The successful candidate will have a background which includes the following education, experience, and skills:

1. Associates degree in a technical or science related field (A.S. preferred) minimum.
2. Some experience with ERP/MRP software (such as EPICOR) and be technical inclined / acumen (preferred).
3. Some experience or possess the capability to learn engineering / technical processes to understand configuration and change control and documentation control and distribution.
4. Possesses the potential to expand knowledge/experience/skills beyond what this job entails (i.e., enjoys and thrives on learning).
5. Desire and motivation to work in an Aerospace Engineering office, manufacturing, and lab testing environments to grow professional experience within an engineering department.
6. Good computer proficiency (MS Word, Excel, Access, Teams, etc.) desired.
7. Good verbal and written communication, and organizational skills
8. Ability to work on multiple task assignments and work independently

**Authorities:**

Ensure compliance with applicable processes and procedures during the course of daily job function

**Physical Demands:**

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, reach with arms and hands, climb stairs, stoop, kneel, crouch, talk or hear. The employee must occasionally lift and/or move up to 30 lbs.

**Work Environment:**

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time and an air-conditioned and heated office. The noise level is occasionally high.

**Disclaimer:**

The above information on this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Avionic Instruments is an Equal Opportunity Employer and encourages the application of female, minority, disabled and veteran candidates. Due to the potential for exposure to ITAR controlled data, the incumbent in this role must be a US Person (US Citizen or US Permanent Resident). Interested candidates should submit their resume and salary requirements.