

CM/DM SPECIALIST

Industry leading fisheries acoustics firm is seeking an experienced configuration management/data management specialist to implement and manage hardware, software and engineering documentation, as well as assist with the hand-off and maintenance of our designs. For the right individual, this is a rewarding position in a dynamic, team-oriented company.

The successful candidate will have the following skills and experience:

- 1) Knowledge of document control systems and procedures is required. Experience in a regulated industry a plus. Preference will be given to candidates who have worked at electronic OEM companies.
- 2) Experience/ability to organize and track engineering change documents (ECN, ECO, etc.).
- 3) Ability to organize and document test procedures, design guidelines, and checklists.
- 4) Good technical writing skills.
- 5) Must be organized, detail-oriented, and self-motivated, with a demonstrated ability to work in a creative and loosely managed development environment.
- 6) Experience with AutoCAD and/or schematic capture software helpful, but not required.

Responsibilities will include

- Documentation support for engineering, writing and editing test procedures, updating schematics and mechanical drawings, data entry, database support and document control in an electronics design/manufacturing environment.
- Identifying and documenting the functional and physical characteristics of configuration items.
- Controlling changes to configuration items and their related documentation records.
- Reporting information needed to manage configuration items effectively, including the status of proposed changes and implementation status of approved changes.
- Auditing configuration items to verify conformance to specifications, drawings, and interface control documents.

Compensation is competitive, dependent on qualifications and experience.

Benefits include vacation, sick leave, holidays (including the week between Christmas and New Year), medical/dental, 401(k) plan and annual bonus plan.

To find out more about HTI please continue to visit www.HTIsonar.com or contact us via email at support@HTIsonar.com noting in subject line: CM/DM Specialist Inquiry.

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HTI is an equal opportunity employer.
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