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# Example of Configuration Management Job Description

Our innovative and growing company is looking to fill the role of configuration management. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for configuration management

* Exercise high degree of initiative and judgment in analyzing and evaluating contracts to determine configuration management requirements
* Ability to lead meetings with customers, employees and contractors is necessary to document engineering changes and establish a baseline for configuration
* Proficiency in the use of Microsoft Office and engineering computerized design tools (Windchill, EIS, DOORS)
* Release and control engineering output (drawings, specifications, parts lists and software)
* Develop and coordinate approvals of engineering changes
* Maintain Configuration Status Accounting via Centralized database, EIS (Engineering Information System)
* Construct engineering parts lists in EIS to bridge to SAP
* Control Pro/E (CREO) Model via Windchill
* Develop and coordinate approvals of deviations and waivers
* Participate in configuration reviews and audits

## Qualifications for configuration management

* Certified Professional Logistician (CPL) highly desired
* Prior experience with Configuration Management Boards
* Interpret complex drawings
* Control specifications in DOORS
* Maintain Engineering Library
* Update configuration metrics