



Example of Engineering Aide Job Description

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Our growing company is looking for an engineering aide. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for engineering aide

- No manufacturing experience required, training will be offered
- Enter Engineering drawings/documents, ECRs, FCRs, applicable forms and miscellaneous documents in the Document Submittal System (DSS) after performing quality check and submit to PRC for entry in Documentum
- Possesses knowledge on Versyss, CATS, and Pride
- Receives and checks written or verbal customer purchase orders
- Verifies stock availability and processes shipment orders
- Maintains related order files and records
- Monitors delivery dates and notifies customers of delays
- Manage PLM (Omnify) system interface for R&D as the local "super user"
- Gathers statistics and general data
- Reviews time reports to verify accuracy of hours worked and Job#/WBS charges

Qualifications for engineering aide

- 2+ years of electro/mechanical testing experience
- Experience reading test procedures
- High school diploma, or a GED with four years of relevant experience
- Knowledge of shipboard Auxiliary Systems
- Experience working on Naval database projects for data retrieval purposes
- Proficient in Microsoft Office Programs (EXCEL, PowerPoint, Project) and other database management tools and software