



Example of Systems Technical Specialist Job Description

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Our innovative and growing company is hiring for a systems technical specialist. 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 systems technical specialist

- Ensures readiness for control gates--including entry/exit criteria and checklists, as necessary
- Review branch/project documentation for completeness and engineering content, with emphasis on dependencies and interfaces
- On behalf of the COTR, coordinate User requirements for projects assigned by working with the User Organization and development contractor
- Provide consultation on project status, presentations, and schedule milestones for Group and Division level boards
- Supports the company product catalog by gathering and compiling product text, and other supporting materials for new and existing products in SAP, SAP hybris and VLIMS
- Coordinates with internal marketing resources to ensure all product data is received in a timely manner and maintains the integrity of marketing product data stored in the catalog database
- Provided the appropriate oral and/or written communication to external and internal customers
- Communicate system and content issues to all impacted parties and escalate as needed
- Identify and implement process improvements to reduce manual workload and keep up pace with digital growth
- Participate in digital meetings to ensure the team priorities align

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- Minimum 10 years experience in requirements development and documentation
 - Familiarity with various database technologies
 - Positions require a Master's degree in Mechanical, Electrical or Computer Engineering, or related field and 2 years of experience as a Controls, Electronics or Systems Engineer, or related position
 - Alternatively the employer will accept a Bachelor's degree in Mechanical, Electrical or Computer Engineering, or related field and 5 years of experience as a Controls, Electronics or Systems Engineer, or related position
 - Subsystem and component level requirements
 - System test plans and test mapping