
Job Title: Configuration Clerk Temp
Location: Hackettstown, NJ
Department: EMI Filters

POSITION SUMMARY:

The main function of the Configuration Control Clerk temp is to maintain the integrity of the inputs of all Part Master Files for the Power Business Units. In addition, this person will be tasked with identifying any inaccuracies in the Data to be corrected for importation into a new database.

ESSENTIAL DUTIES:

- Review Exported System Part Master Data for Missing or Inaccurate Information.
- Work with Engineering and Quality on a weekly basis to navigate through corrections on Data Inputs.
- Navigate supplier/manufacture websites to gather necessary information to correct Descriptions, PN, or RoHS Data.
- Work with Engineering to execute the Standardization of Part Descriptions in the Part Master Files.
- Ensure that all Part Master Files when appropriate, contain Data sheets.
- Pull in supplier data to supplier profiles. (Audit Info, Required Onboarding Documentation, Scorecards)

QUALIFICATIONS:

- High School Diploma/GED required, Associate's Degree is Preferred.
- Good verbal and written communication skills.
- Have a high working skill level of the Microsoft Office Suite.
- Should be able to read/understand mechanical drawings.
- 2 to 5 years' experience in a technical engineering-based or Doc Control role.
- Knowledgeable and experienced in Quality Assurance practices.
- Knowledge of ISO 9001 or As9100
- Must have highly proficient technical writing and communication skills
- The individual in this position must be fluent in writing, speaking, and understanding English

Due to Military affiliations, we are unable to sponsor candidates who require a Visa. Candidates MUST be a US Citizen or a Permanent Resident/Green Card Holder.

Astrodyne TDI provides equal employment opportunities to all employees and applicants. Our culture is one that provides opportunities for employee involvement, growth, and development. Astrodyne TDI offers competitive salary, paid time off, robust healthcare benefits, and 401(k).

To Apply: Please email your resume and cover letter to Kelsey.Connell@astrodynetdi.com