

Job Title: Configuration Analyst – careers@luxell.com
Department: Engineering

Job Summary: As a key player in the high performance display (HPD) tea, the Configuration Analyst is responsible for the safe keeping, filing and maintaining of all Legal documentation, data base entry of all identification items, the generation/ maintenance of Luxell forms, parts lists, family trees, MRIs, the incorporation of Engineering Change Requests (ECRs), maintenance and distribution of documentation, which requires the collaboration with others in design, testing, production and quality.

Duties and Responsibilities:

- Assign and create numbers to all documents/ECN's/Parts/TE/TOL numbers etc through a uniform numbering system and log them into eB with correct and complete detail.
- Generation/ maintenance of Parts Lists, CSA's, RIs, Family Trees, in eB
- Preparation and processing of Engineering Change Requests (ECRs) through the Configuration Control Board (CCB) and the release of updated BOM / documentation/software in eB.
- Waivers and Deviations- Assign numbers/Scanned after sign off
- PSA's – Assign number/ensure reasons for PSA, new data sheet obtained & entered into the system. PSA incorporated into eB – after sign off.
- Approving in eB all signed off documents and filing the soft copy of the document / drawing/Waiver/Dev / PSA etc in eB explorer
- Customer Specs – Filed and latest referred to under CSA/MRI
- Ensuring receipt of soft copies of all drawings etc.
- Filing the hard copies of all the released documents and vendor data sheets
- Maintain with a positive recall the latest copy of the drawing / BOM/PI on the production floor (filing cabinets in elab) and another copy for the ATP Procedure in the testing room new projects only soft copies maintained)
- Scanning the complete signed off ECN along with the redlined attachments and storing it in the Project folder.
- Scanning data sheets for all purchased parts and storing them in eB explorer under "Vendor Data Sheets"
- Checking of configuration on COC for all shipped units
- Data Transmittal to Customers
- Updating FTP site for Customer documentation
- Provide to procurement latest copies of dwg/PL/spec/data sheets etc

Must have knowledge and experience of eB Spescom and ERP systems

Must have 3-5 years of configuration management experience

Experience with MS Word and Excel

High attention to detail

Excellent verbal and written communication skills

Excellent organizational and interpersonal skills