

Raytheon Canada Limited

At Raytheon Canada Limited, we are committed to both our customers and employees. Our division provides Mission Support, servicing the defence, security and aerospace sectors with a broad range of high technology products and services. You will be part of a valuable team that allows you to be challenged and offers unique opportunities, working on projects that are making a positive impact on our world. Raytheon Canada offers competitive salaries and a comprehensive benefits package.

Configuration Management/Data Management Specialist

We are presently seeking a Configuration Management/Data Management (CM/DM) Specialist to perform all applicable configuration management activities: Configuration Identification, Configuration Control, Configuration Status Accounting and Configuration Audits. This position is also responsible for maintaining a library of documentation pertaining to various products supported by Raytheon Canada Limited (RCL).

Job Duties:

- Identification of the configuration items to be tracked against the established configuration baseline in support of the various programs.
- Data collection, recording, processing, maintenance and control of all changes to RCL's Configuration Status Accounting system.
- Maintenance of the technical library, which includes the processing of all documentation received into the library, the control of documentation being withdrawn from the library, and maintaining current change status records for all released and issued documents.
- Required to keep the records of all holders of controlled documents and process all Configuration Management Change Requests.
- Perform all internal audits on the Configuration Status Accounting Records, as well as support any external audits.
- Support RCL's Quality Management System via documentation management and control.
- Provide assistance to other duties as required.

Requirements:

- Post Secondary education in a technical discipline or equivalent in related work experience in Configuration Management.
- Three or more years of experience in Configuration and / or Data Management. Aerospace experience is preferred.
- Demonstrated ability to read engineering drawings, sketches, schematics and procedures.
- Experience or knowledge of configuration management practices, specifically MIL-STD-973 or ANS/EIA-649 would be a definite asset.
- Good interpersonal, organizational and communication skills.
- Strong computer skills with experience using the Microsoft Office suite of programs.
- Experience utilizing Product Data Management Systems or similar experience would be an asset.
- High level attention to detail.
- Must be able to prioritize work with minimal supervision

Other information:

Only those selected for an interview will be contacted. Interviewed candidate will be required to successfully complete a Criminal reference check and pass a security clearance check to a secret level through the Canadian Government.

Please forward your cover letter and resume stating file number W2012-003 to:

Raytheon Canada Limited
Attn: Human Resources
919 72nd Ave, N.E.
Calgary, Alberta
T2E 8N9
Email: HR@Raytheon-ssd.com
Fax: (403) 295-6682

Raytheon Canada Limited is proud to be an equal opportunity employer and welcomes a wide diversity of applicants.