



JOB PROFILE

JOB TITLE: BOM Engineer	DEPARTMENT: IT/CDM	REPORTING TO: IT/CDM Manager
MAIN PURPOSE OF JOB: The format customer information so that in can be imported into Vantage using bespoke tools for matching existing parts already on the system.		
MAIN RESPONSIBILITIES: <ul style="list-style-type: none">• The preparation of Bills of Materials so that they can be imported into Vantage.• Liaising with other departments to ensure the right information is obtained.• Highest level of data accuracy		
KEY TASKS: <ul style="list-style-type: none">• BOM (bill of materials) preparation and loading using Microsoft applications and bespoke tools• Data entry of customer BOMs• Management of customer documentation and configuration control working closely with the sales department to ensure customer expectations are met and in line with the contract review process• Creating parts and maintaining part revisions ensuring that subsequent changes are well documented• Storing and documenting electronic media on servers and linking this to Vantage• Incorporating Engineering changes and job deviations liaising with affected departments to agree point of embodiment• Develop the department ethos to promote help and support to all internal and external customers• Any other requirements needed to facilitate the smooth operation of the customer data management department.		
SPECIFIC OBJECTIVES: <ul style="list-style-type: none">• Component recognition• Explore ways of automating routine and mundane tasks• 100% or near data preparation accuracy• Complete a minimum of 150 BOM preps and import per month after comprehensive training		
REPORTING/SUPERVISORY STRUCTURE: Reporting to the IT/CDM Manager and interacting with Application Development Engineer		

QUALIFICATIONS:

Advanced Excel or similar

Configuration control / engineering experience preferred but not essential

KNOWLEDGE AND SKILLS:

- Competent and confident with computer systems
- Excel advanced user level
- Able to systematically interrogate, manipulate and manage data
- Pattern recognition of data so that automated tasks can be created
- Sound understanding of configuration control
- Excellent attention to detail and accuracy
- Ability to concentrate for extended periods of time on repetitive tasks
- Able to work effectively to deadlines
- Demonstrates proactive approach

EXPERIENCE:

- Engineering back ground desirable but not essential

BEHAVIOURAL COMPETENCIES: (Specific behavioural competencies needed to ensure successful job performance)

	LEVEL		LEVEL
Manage Performance	2/3	Manage Customer Service	3/4
Manage Oneself	3	Manage Continuous Improvement	2
Manage Others	1/2	Manage Resources	2
Manage Relationships	2/3		
Manage Communications	2		

SPECIAL FEATURES: (any "out of norm" features of the job")**JOB HOLDER:**

Signature & Date:

MANAGER:

Signature & Date:

This job profile sets out the main dimensions of the role it describes. It does not identify all individual tasks, which may be expected to change from time to time to meet operational needs.