



Edwards Vacuum Inc.

www.edwardsvacuum.com

Title: Engineering Operations Analyst

Location: Chelmsford, MA

Manager's Job Title: Engineering Manager

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=38265&company=atlascopeP>

Job Description:

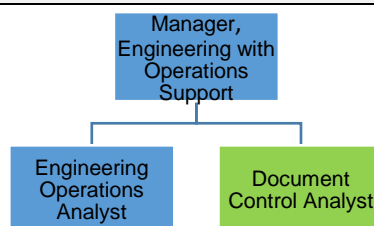
The Engineering Operations Analyst will support the CTIP Engineering Quality Team by following the Edwards CTIP ISO Processes and procedures for maintaining the Engineering PLM and related quality, Project Management and PWA systems. This position will also have roles to processes and maintain several department design and business records.

Main Responsibilities:

Primary Responsibilities:

- Interact with all functional process owners to input, update, and maintain several Engineering Processes using Agile PLM, PDB (Project Database), MS Project/MS Project Online, SharePoint which includes, but is not limited to, the following activities:
 - Release and maintain the Environmental Compliance process documentation, to include:
 - Ensure environmental compliance data is accurate
 - Provide guidance/support to engineering/document control regarding environmental compliance.
 - Responsible for creating RoHS Homogenous Material Declarations for new & revised Edwards' items associated with an AML part number.
 - Updating Environmental Compliance Design Intent field for revised items to match material declarations.
 - Total Parts Plus (TPP)- Review new AML records weekly & evaluate high risk parts to be managed by TPP, 3rd party. Provide any required analysis to ensure the data from the 3rd party is processing efficiently & accurately to Agile
 - Learn and stay current with global product substance compliance requirements as they pertain to the company's products. Attend Environmental Compliance Regulation Webinars as appropriate
 - Reviewing documents for completeness and accuracy
 - Entering industry data records for PLM items
 - Creating/maintaining user accounts
 - Maintain design tools library to meet active license requirements
 - Process all types of related documents through their required process, to include:
 - Drawings and Specifications
 - Software
 - Schematics
 - Manufacturing documents
 - Other internal controlled documents

Organization Chart:



Requirements:

- 3-5 years of previous Engineering analyst or documentation control experience.
- High School graduate or equivalent, Bachelor's Degree preferred
- Knowledge of PCs and working knowledge of Windows-based software; i.e., MS Office and Outlook, Agile PC, Adobe Acrobat
- Experience with Engineering PLM and ERP systems
- Data entry experience
- Detail-oriented, team player, good communicator, comfortable speaking in a group
- Ability to work in a "customer-service" organization
- Knowledge of PLM, ERP systems (Oracle, SAP)
- Knowledge of MS Project



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Job Scope:

- ✓ Perform the Engineering Operations Analyst function by assuring all new or changing data is properly documented, added, or updated into their proper workflows and managed through approvals and implementation.
- ✓ Communicate status updates via workflows or administrative reports.
- ✓ Work with process owners to assure data integrity and correctness.
- ✓ Assist the Document Control Analyst to help maintain ECO's/MCO's and DCO's as they process through their workflows.