

Configuration Management Coordinator - Manufacturing

Be part of a growing team. Join Chemring Energetic Devices (CED) as we build products that protect our Country, protect the individual warfighter, and send rockets into outer space. CED is well situated in Downers Grove, Illinois. We are located a commuter train ride West of the of Chicago and a short drive from farmland.

- **Exciting growth** - Our work supports major space and defense programs.
- **Impactful work** - help manufacture components critical to national security
- **Face-paced** environment
- Join a **high-performing team** in a **thriving industry**
- Ready to make an impact? Apply today to be part of our **mission-critical team!**

CED strives to pay a competitive wage in the industry and regional market. The pay range for this position is \$24/hr.-\$29/hr. Our strong benefits offerings include eligibility to participate in 1 of 3 different BCBS of IL medical plans, Dental (SunLife) Vision (EyeMed), Life and Disability Insurance, 401(k) with a generous employer match on a 6% contribution, 11 Paid Holidays, 5 paid Sick Days (based on a full year of employment) and paid vacation.

Requirements

Job Summary:

Reporting to the Configuration Management Supervisor and under the guidance of Engineers, this job requires the employee to provide critical support functions by updating documents and procedures in support of CED's products. In addition, the employee will be responsible for entering and maintaining Bills of Materials (BOM's), perform a Configuration Checks prior to and at the end of a Manufacturing Order (MO) build, process Engineering Change Orders (ECOs) for drawings and procedures, submit documents to the customer when required and perform other duties as assigned.

Essential Duties and Responsibilities:

1. Update revised process, procedures, department forms, and perform general administrative tasks in CRM
2. Enter and maintain part numbers and Bills of Material in CED's Dynamics 365 ERP system
3. Setup and update Production Routes in Dynamics 365 ERP system.
4. Process Beginning and End of Build Configuration, check binders for projects and resolve issues when required

5. Process Engineering Change Orders (ECO's) for Drawings and Procedures in CED's Microsoft Dynamics CRM ECO system
6. Extract and print drawings and procedures
7. Respond promptly to customer inquiries
8. Responsible for timely and accurate submission of drawings and procedures to Contracts Department and to the Customer when required
9. Create and maintain managed document records in Microsoft Dynamics CRM system, including revision control
10. Maintain a clean and safe working environment in line with company policies
11. Scan and upload Lot Records to CRM system
12. Create and submit Ammo Data Cards (ADC) when required for government contracts

Working with industries where our parts are used, we fall under multiple regulatory agencies. All CED Employees must meet the following minimum requirements.

- Missile Defense Agency requires our employees be US Citizen, US Person (permanent resident or granted status as a "protected person" under 8 U.S.C. 1324b(a)(3) (refugee and asylum recipients)
- Bureau of Alcohol Tobacco and Firearms requiring a stringent background screening
- Federal Aviation Administration - mandated drug testing program (prohibits drug including marijuana)

Chemring Energetic Devices is an equal-opportunity employer. We evaluate applicants without regard to race, color, religion, sex, age, national origin, disability, veteran status, genetic information, and other legally protected characteristics.

The "Know Your Rights" Poster is available here: [EEO Know Your Rights](#)

CED's EEO Policy Statement is available here: [EEO Policy Statement](#)

Chemring Energetic Devices is committed to working with and providing reasonable accommodations to individuals with disabilities.

If you need a reasonable accommodation because of a disability for any part of the employment process, please send an e-mail to Human Resources at **humanresources@ced.us.com** or call **630-969-0620** and let us know the nature of your request and your contact information.

