



PRECISION AIRCRAFT SOLUTIONS

WHERE CHANGE TAKES FLIGHT

Configuration Control Coordinator

Precision Aircraft Solutions, LLC is internationally known for creating the premier Passenger to Cargo aircraft conversion. We are seeking a highly qualified Configuration Control Coordinator to work in our Beaverton, Oregon location. The Configuration Control Coordinator manages changes to engineering design data to ensure accurate usage and application by procurement, manufacturing, and production.

Duties and Responsibilities:

- Maintain company processes that ensure certification conformity is fully traceable and conformity accounting is accurate at all times.
- Develop comprehensive conformity tracking that can be fully relied upon by engineering management, engineers, and FAA representatives.
- Serve as liaison between engineering, procurement, manufacturing, production to ensure engineering data is accurately applied by manufacturing. Work in alliance with materials to ensure final parts (kitting) conforms to the applicable data/drawings.
- Support aircraft certification programs and prototype development with the generation of the required FAA documentation (Request for Conformity) that will ensure part manufacturing (kitting) conforms to the applicable data/drawings. Ensure proper engineering data releases and FAA approvals are in place in order to commence the part conformity process. Ensure the process is followed or improved to avoid conformity delays.
- Maintain the Master Bill of Materials (MBOM).
- Maintain a Unique Bill of Materials for each aircraft conversion which includes kit tracker, summary of all changes to MO/kit.
- Maintain a cost accounting of the Master Bill of Materials (MBOM). Provide current MBOM to Purchasing for Financial Reporting.
- Prepare Parts Change Notices (PCN) that provide a clear and definite summary so that accurate data is used to fabricate parts/kitting.
- Ensure the top installation drawing collector is accurate so the applicable kits/sub kits and data are applied during kit assembly and kit installation. Ensure aircraft surveys are interpreted accurately and applied to installation drawing collector.
- Support the review and accuracy of the Master Drawing List (MDL) and the Sub Drawing Lists (Sub DL).

Required Skills and Experience:

- High School diploma required
- Minimum five years of experience maintaining complex datasets.
- Proficiency in Microsoft Excel required. Experience with Great Plains a plus.
- Must work well with a team.
- Ability to communicate effectually with FAA, DERs, customers and co-workers.

TO APPLY: Please email your resume to [hiring@precisionaircraft.com](mailto: hiring@precisionaircraft.com) for consideration or apply for the position on Indeed.