



## **Configuration and Data Management (CADM) Assistant**

### **Job Overview**

Microsat Systems Canada Inc. (MSCI) is a leading privately-held Canadian corporation in design, build and operation of space hardware, and a leader in the development and manufacturing of spacecraft reaction wheels and rate measurement units. We are currently seeking an individual to fill a Configuration and Data Management Assistant position to collate and maintain research and development and production records in electronic and hard copy form for electromechanical space products. This is a full-time position.

### **Duties and Responsibilities**

- Assist in Configuration and Data Management and Quality Control tasks
- Assist in Engineering Change Notice/Non-conformance tracking
- Organize electronic copies of production build record
- Assist in proposal documentation preparation
- Other miscellaneous office administrative tasks as applicable

### **Education/Experience Requirements**

- College or University diploma program with minimum 1 year relevant work experience.
- A demonstrated ability in reading / understanding technical manuals and reports.
- Ability to work effectively independently and in a team environment with limited supervision.
- Ability to work with technicians to monitor and document integration and test documentation.
- Ability to rapidly change roles and responsibilities while working in a high-technology, skills-demanding work environment.
- Ability to respond to challenges posed by short deadlines.
- Acute attention to detail is a MUST.
- Problem solving and critical thinking skills are required.
- Deadline oriented with an ability to manage multiple tasks and projects concurrently.
- Strong written and verbal communication skills.
- It is a condition of employment that the employee obtain and maintain, through the Company, eligibility for access to controlled goods and / or technology in accordance



with the policies and regulations of the Controlled Goods Directorate of the Government of Canada.

- Canadian Citizen or Permanent Resident and living in Canada

### **Software/Computer Skills and Required Skill Level:**

- Windows 10, Intermediate
- Microsoft Office (Excel, Word, Outlook), Intermediate
- Adobe Acrobat Writer, Intermediate

### **Bonus Points**

- Previous experience in quality assurance is an asset