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## **VACANCY - details**

**VACANT POSITION: DOCUMENTATION CONTROLLER - LEVEL III/ SPECIALIST DOCUMENTATIE STUDI  
COD COR: 214112**

**FUNCTION: ENGINEERING**

**Number of vacancies: 1**

**Location: Craiova, Bd.Decebal 116A**

**Vacancy reason: Backfill**

**Type: Office**

### **Job Summary**

Coordinates and manages the product requirements and product change management processes in order to ensure that specification documents (e.g. drawing, structure, standards and software) are clear, concise and valid across the organization. Works under minimal supervision.

#### **Key Responsibilities**

Conducts audits of product specification documents (e.g. drawing, structure, standards and software) and ensures adherence to Product Release standards.

Provides information and education (as necessary) to stakeholders regarding standards and rules for documenting Cummins product specifications, including engineering, marketing, services and manufacturing processes.

Identifies internal stakeholders to solve queries and ensures compliance with product requirements.

Develops and implements practices and work instructions for the product requirements and change management processes.

Trains and supports less experienced Documentation Controllers.

Leads and/or participates in basic and/or complex improvement projects linked to the product requirements and related change management processes.

### **Qualifications and Competencies**

#### **Skills**

Ensures accountability - Holding self and others accountable to meet commitments.

Action oriented - Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.

Manages ambiguity - Operating effectively, even when things are not certain or the way forward is not clear.

Communicates effectively - Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.

Manages complexity - Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.

Decision quality - Making good and timely decisions that keep the organization moving forward.

Nimble learning - Actively learning through experimentation when tackling new problems, using both successes and failures as learning fodder.

Drives results - Consistently achieving results, even under tough circumstances.



Data Acquisition - Prepares samples, verifies equipment calibration and performs tests according to an approved standard procedure or work instruction in a manner which ensures, and results in, data that can be trusted and delivered to the engineer or customer.

Data Reporting - Prepares documentation in a manner which clearly organizes and presents testing methods, instrument settings, the data and analysis to allow the engineer and customer to understand the results and form accurate conclusions and recommendations.

Training Delivery - Instructs learners in a manner that engages and adjusts to individual and group needs resulting in knowledge, skills and abilities that can be applied on the job.

Product Configuration and Change Management - Establishes a baseline of identified product artifacts to be placed under configuration management; releases, tracks, controls and communicates changes from concept to obsolescence often through work requests; establishes and maintains the integrity of the product artifact baselines.

### **Education, Licenses, Certifications**

High school diploma or certificate of completion of secondary education or equivalent experience to the extent such experience meets applicable regulations.

This position may require licensing for compliance with export controls or sanctions regulations.

### **Experience**

Requires significant relevant work experience or specialized skills obtained through education, training or on-the-job experience in documentation and control, engineering discipline or related field.

### **Additional Skills and Responsibilities**

Utilizes knowledge and experience of subject matter experts to create and update technical documentation and service documentation.

With coaching and mentoring, uses information to create text instructions and descriptions.

Track product safety issues and updates information accordingly to reflect changing documentation required.

Works across teams and functions to understand changing documentation needs and updates accordingly.

**If interested, please apply with a cv on email to [mariana.epure@cummins.com](mailto:mariana.epure@cummins.com)**

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**Closing Date for receipt of completed application forms:**

**April 2022**

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Cummins Generator Technologies

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