

Coordinator Configuration Changes

For our customer in Zeeland we are in search for a **Coordinator Configuration Changes**

Job description

As the Coordinator of Configuration Changes, you will be responsible for managing the Configuration Management process, ensuring smooth interaction between technical and administrative facets. Your role will be central to overseeing the change management activities, ensuring requirements are fully documented, analyzed, and implemented with minimal disruption. You will act as the liaison between customers, partners, subcontractors, suppliers, and classification societies to ensure the efficient handling of all changes from initiation to completion.

KEY RESPONSIBILITIES

- ✓ Initiating, documenting, and overseeing engineering changes, ensuring they are accurate and complete.
- ✓ Conducting impact analyses and verifying the appropriate change management levels.
- ✓ Tracking progress, facilitating communication, and coordinating between stakeholders.
- ✓ Organizing and leading Change Board meetings, documenting decisions and action points.
- ✓ Developing and overseeing change implementation plans, ensuring clear execution and communication.
- ✓ Finalizing and closing out changes after successful implementation and verification.
- ✓ Providing support to the document control team as required.

Your qualifications

- ✓ A Bachelor's or Master's degree, with a focus on administrative tasks in a complex technical environment.
- ✓ A proactive and organized approach, with a drive to complete tasks efficiently and support colleagues effectively.
- ✓ Expertise in naval engineering principles and practices.
- ✓ Strong knowledge of configuration management and change control procedures.
- ✓ Experience handling administrative tasks in a Product Data Management (PDM) system for complex products and projects.
- ✓ The ability to manage and interpret data from multiple applications and sources.
- ✓ Strong attention to detail, precision, discipline, social awareness, resilience, and a customer-oriented approach.
- ✓ Proficiency in both Dutch and English, with German language skills being a plus.
- ✓ Excellent references, as a security screening is part of the hiring process.
- ✓ Permanent EU citizenship and passport are required. Candidates with an EU (work) visa or dual nationality (EU and non-EU) are ineligible due to the security requirements associated with the projects.

What we offer

[What do we Offer.](#)

Reference: 3453

Projectphase: Engineering

Discipline: Administration, Marine, Project Support

Position: Administrator, Coördinator

Function level: Senior, Medior

Region: (NL) Zeeland

Education: Master, Bachelor

Experience: 3-8 years, 8-15 years, 15+ years

Type of contract: Intentional

Posted at: 11-02-2025

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