

**Position Profile:**

The Engineering Change (EC) Specialist is responsible for supporting the ECC Manager, Purchasing and Scheduling functions in maintaining our ERP system's item and BOM integrity. This role executes the set-up and maintenance of new and existing items and BOM's in the ERP system by working closely with the Operations and the D&I project teams.

**Work Responsibilities:**

- Works in cooperation with Design & Innovation and Operations Teams to ensure the information needed for and the execution of all new product set-up in the ERP is complete, accurate, and communicated to the teams.
- Sets up and regularly maintains the accuracy of SKU's Bill of Materials (BOMs) to ensure consumption of inventory and cost of goods flow accurately through the ERP system.
- Communicates with internal customers, including Accounting, Quality, Engineering, Inventory Management, Production, and Sales/Marketing, as required in-the-course-of performing duties and responsibilities.

**General Responsibilities:**

- Supports CURIO Cornerstones and strives for individual leadership by using cornerstone behaviors in the workplace and in daily decision making.
- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Actively seek individual development through taking advantage of opportunities for skill enhancement. I Keep up to date with the latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURIO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean, safe, and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. Performs other work as assigned.

**Minimum Qualifications:**

- High School Diploma or equivalent
- One year experience in a purchasing or operations coordination or similar role.

**Computer and/or software qualifications:**

- Exposure to or experience with Quality Management Systems (QMS) and / or Engineering Change Orders (ECO's)
- Basic level of proficiency in Microsoft Excel, Word, Outlook

**Core Competencies:**

- Highly collaborative with internal and external stakeholders and partners.
- Ability to work in an ERP-driven operational environment.
- Excellent initiative and follow-through.
- Strong organizational skills and attention to detail.
- Critical thinking and problem-solving skills.
- Ability to effectively manage stress and uncertainty.

**Travel Requirement:** Less than 5%

**Hybrid Working Environment and Physical Demands:**

- General office or home office environment: Works at a desk in a well-lit, air-conditioned cubicle/office/home office, with moderate noise levels.

- Ability to sit for hours at a time, viewing computer monitor on a constant basis. Some walking and standing relative to interaction with other personnel.
- Occasionally required to lift and/or move items weighing 10 – 15 pounds.
- When in a facility, occasional exposure to dusty and fragrant conditions, varying temperature levels, work near moving mechanical parts, and high noise environments is possible.

*\*\* Note: This job description does not restrict CURIO's right to assign or reassign duties or responsibilities to this job at any time. This document does not create an employment contract, implied or otherwise. It does not alter the "at will" employment relationship between the company and the employee.*