10360322

Documentation Manager (f/m)

Your responsibilities:

- Formal check of incoming data, acknowledgement of receipt to sender, implementation into PDM (Connect Windchill)
- Participation in release (including formal check) and change process of Airbus project documentation
- External distribution to customer or subcontractor and internal information to Airbus project colleagues
- Management of project specific distribution list
- Management of project specific file transfer protocol (FTP) server and project directory

Your profile:

- University degree in business administration
- Over 2 years of professional experience with IT/information system
- Professional experience with documentation management und configuration management is mandatory
- 3 to 5 years of experience with Microsoft Windows and Microsoft Office at least version 10 incl. Outlook, Word, Excel, PowerPoint is required
- Aerospace and defence certificate would be a plus
- Fluent German and advanced English

Location: Taufkirchen

What to expect from us:

- An interesting and diversified job
- Cordial cooperation in a great team
- Individual working models
- An above-average salary and benefits

We are looking forward to your application. Please refer to the reference number in the job description. Thank you.