

# Component Verification Analyst

## Job Description

### PRIMARY DUTIES AND RESPONSIBILITIES:

To compile, categorize, monitor and maintain technical, statistical or computer related data supporting a project, program or operation. This includes:

1. Interface with electronic component manufacturers and distributors on a daily basis to determine the availability and technical attributes of various types of components.
2. Verify source material for authenticity, edit and correct data, and cross reference to assure accuracy and completeness.
3. Master the use of BAE Systems' custom software to update the component libraries using data collected from manufacturers and distributors.
4. Assist in updating the BAE Systems' data library, insuring availability of the most current information from manufacturer's data resources.

## Required Skills and Education

Required education: High School Diploma or GED and 2 years related experience.

Requires professional communications skills to effectively request and obtain information from component manufacturers using email and telephone.

Proficient software skills using Microsoft: Excel, Word, and Internet navigational skills.

The successful candidate must be capable of using various software tools to import and export Bills of Materials, create file folders, access network drives and navigate various government databases.

## Preferred Skills and Education

Working experience with semiconductor components in any of the following areas: semiconductor sales, materials management, component screening, component test & evaluation, or circuit card assembly is a plus.

Experience in purchasing (especially electronics), customer service, and/or logistics is a plus.

Must be a team player capable of working in a teaming environment, willing to learn and excited to work for a great company.

To apply: Send resume to Terry at [tcowan@careersourceow.com](mailto:tcowan@careersourceow.com)