



Caring about space experts like you for more than 35 years. Matchmaking the best candidates for engineering, scientific and administrative positions at our customers. Investing in you to support the development of the European space industry. This is [HE Space](#).

We are currently looking for a Management Configuration Officer Assistant to support our customer in the Netherlands.

Management Configuration Officer Assistant

Key Tasks and Responsibilities

As part of the Human Spaceflights and Robotics Directorate, you will have the following responsibilities:

- Management of Protocols, CRs, RfDWs, OCRs, CPs;
- Actions management, possibly using the emis portal action tool (additional field on source telecom to be added);
- Meetings planning;
- Collection and integration of Weekly Engineering Report Status;
- Storage and maintenance documents in ESA documents system;
- Distribution of contracts amendments;
- Organization and maintenance of Configuration Control Boards (CCBs).

Skills & Experience

You will have the following qualifications and relevant experience:

- Bachelor Degree in a relevant discipline;
- Good organisation skill, customer oriented behaviour and rigorous work approach;
- Previous experience in the processing of technical documentation and a technical/scientific education background would be an asset;
- Fluency in English is mandatory; knowledge of another European language is an advantage.

This job is located in Noordwijk.

If you think you have what it takes for this job, please send us your CV together with a letter of motivation (both in English and in Word) to Ms Agnieszka Iwanczuk via the website www.hespace.com/vacancies, **ASAP but no later than 18-Feb-19** quoting job **NL-HP-4005**.

An exciting and dynamic international working environment awaits you!