



We are a leading developer and manufacturer of mechanical and electronic locking systems as well as car access and authorization systems for the global automotive industry. Founded in 1908 in Velbert, Germany, we are an independent, family-owned company with around 9,300 employees at locations in Europe, America and Asia and achieved sales of around EUR 1.1 billion in the financial year 2019.

## PDM Administrator

**OVERVIEW:** As a Product Data Management Administrator you have the role to support Project Engineering teams. Working as part of a global team, the subject matter expert for Product Data Management will serve as the key user and trainer for PDM. This includes implementation, problem solving and improvement of the PDM system and user interface.

### Key Activities

- ▶ Identify the training paths required for new employees and requirements due to software upgrades and service packs
- ▶ Conduct the training needed in support of the PDM software tools
- ▶ Publish user tips and best practices that will increase the user's knowledge of the software and increase their proficiency and net productivity
- ▶ Act as the user's first point-of-contact for questions and problems regarding the PDM environment or methodologies in-place. Work one-on-one with users as required
- ▶ Assist in identifying the Corporate Engineering Standards and Procedures as it relates to the use of the PDM
- ▶ Act as the lead facilitator for any activities involving PDM
- ▶ Implement improvement measures of the PDM system

### Desired Profile

- ▶ Bachelor's Degree (Computer Science, Electronics, Mechanics, etc.)
- ▶ More than 2 years experience with PDM system and CAD CATIA
- ▶ Experience in setting up and running training programs
- ▶ Strong ability with Microsoft Office Suite
- ▶ Experience in Product Development Business Processes
- ▶ Team player with an open minded attitude

- ▶ Strong communicator both written and verbal in English and native language; German language is a plus
- ▶ Self-efficient and organized in prioritizing tasks and projects

### Benefits

- ▶ Induction and training programs that provide you with all of the knowledge to excel at the workplace
- ▶ Young, professional and dynamic team
- ▶ Competitive salary and flexible benefits (sports, wellness, transport, holiday reward a.s.o)
- ▶ Health and wellbeing (medical care, fruits day, lunch vouchers a.s.o)
- ▶ Professional development both technical and managerial
- ▶ Increased work-life balance (flexible working hours and mobile work, extra vacation days)
- ▶ Special fidelity package
- ▶ Modern and central working facilities (contemporary offices, relaxing and entertainment areas)

**If this sounds interesting to you, please send your comprehensive application materials to:**

### Huf Romania

Timisoara, B-dul Take Ionescu, nr. 50, et. 7

T +40 256 702 911

[career.romania@huf-group.com](mailto:career.romania@huf-group.com)

**[www.huf-career.com](http://www.huf-career.com)**