



Position Title: Configuration Management Coordinator
Location: Burnaby, BC
Reports To: Director, Engineering

Summary

Greenlane Renewables Inc., headquartered in metro Vancouver, Canada, is a pioneer in the rapidly growing renewable natural gas (“RNG”) industry. As a leading global provider of biogas upgrading systems, we are helping to clean up two of the largest and most difficult-to-decarbonize sectors of the global energy system: the natural gas grid and the commercial transportation sector. Our systems produce clean, low-carbon and carbon-negative renewable natural gas (RNG) from organic waste sources including landfills, wastewater treatment plants, dairy farms, and food waste. Greenlane is the only biogas upgrading company offering the three main technologies: waterwash, pressure swing adsorption, and membrane separation and has over 30 years industry experience, patented proprietary technology, over 100 hydrogen sulfide treatment systems sold, and over 135 biogas upgrading systems sold into 19 countries, including many of the largest RNG production facilities in the world. Greenlane is a publicly-traded company on the Toronto Stock Exchange (TSX: GRN)

As a key member of a multi-disciplinary engineering team, the Configuration Management Coordinator will handle Engineering Change Requests (ECRs), Engineering Change Orders (ECOs) and Greenlane’s item library in our Product Lifecycle Management (PLM) and Enterprise Resource Planning (ERP) systems. This position requires day-to-day oversight of the Change Management process involving analytical and technical skills to ensure that all ECR/ECO data is properly filled out for smooth implementation. You will play a critical role in ensuring the consistency and integrity of the item data used in our Bill of Materials (BOM) for manufacturing and procurement. You will also assist other team members in use of our PLM/ERP systems to guide items through their lifecycle states. You will work closely with the Configuration Management Lead to ensure the entire Engineering team and other departments are using the PLM/ERP systems properly for product development and configuration management. The role will require familiarization with Greenlane projects and products as well as company documents that are part of our ISO management systems. This position will be hybrid meaning that a combination of remote-work and office work is possible.

Duties & Responsibilities:

- Understand and guide users through the item lifecycle and change control processes in PLM and ERP
- Gather appropriate information based on the type of change being investigated and review data pertaining to the implementation of the said ECO ensuring that all information is accurate.
- Act as a point of contact for ECR/ECO implementation
- Address and work with Engineering for conflicts or issues related to an implementation of an ECO
- Collaborate with product management in releasing and implementing ECO's for value engineering and align with the company's road map and yearly goals for ECO's pertaining to product improvements.
- Assign tasks to internal teams and assist with schedule management depending on the ECO disposition. Ensure standards and requirements are met.
- Schedule change implementation.
- Assist in maintaining the item library in PLM and ERP, which includes improving old parts and creating new parts needed for BOMs.
- Help to maintain the PLM and ERP systems through buy-in of cross-functional stakeholders as well as strong communication and training to ensure appropriate compliance with system
- Respond to requests for item updating or entry.
- Troubleshoot and fix data errors in our ERP and PLM systems.
- Help develop PLM and ERP standards, policies, guidelines and documentation.
- Coordinate and monitor workflow to facilitate efficient and effective use of database and inventory of items.
- Identify flaws or issues in existing procedures and implement improvements.



- Other reasonable tasks as may be assigned.

Education & Experience:

- 1-5 years' experience in Engineering and Manufacturing background
- 1-5 years' experience in Change Control Management in an engineering environment
- A proven understanding of successful engineering change management processes.
- Working experience in the use and configuration of PLM systems such as Autodesk Fusion 360
- Working experience with ERP systems such as Oracle Netsuite
- Ability to understand technical documentation in an engineering environment
- Exceptional communicator with the ability to communicate technical issues to both technical and non-technical audiences.
- Ability to work independently and with a multi-discipline team.
- Superior organizational skills with a strong attention to detail.
- Can-do solution-oriented attitude and delivery execution mind-set.
- Experience in prioritizing multiple projects in a fast paced environment.
- Strong communication, teamwork and leadership skills.
- Proficient with Microsoft Office, Adobe Acrobat, and Google Workspace applications.
- Experience working in regulated industries including the oil and gas sector would be considered an asset

How to Apply:

We are an equal opportunity employer and invite applications from all qualified individuals. To be considered for this role please apply through the Greenlane Renewables home page on LinkedIn Recruiter and attach your resume. While we thank all interested candidates only those who are short-listed will be contacted.