



ETIM is the global classification standard for technical products. Adding structure to the flow of technical information within the value chain, ETIM facilitates effective and automated product data exchange between B2B professionals worldwide. The association ETIM International is a partnership of 20 national ETIM organizations, representing 24 countries and has its official seat in Margraten, The Netherlands. ETIM International is founded by the Construction and installation industry to join forces in the development, maintenance, publishing and promotion of one ETIM model for the classification of technical products.

ETIM International is looking for a

Standardisation Support Manager (full-time)

Job summary

In close collaboration with the Staff Office team, you will be partly responsible for the central model management and providing support to our member countries. You will also contribute in more general, organizational tasks.

Roles and responsibilities

- Coordinate the development of new classification and change requests and process the results in the classification management tool.
- Perform quality and consistency checks and initiate improvements to enhance the quality of the classification model.
- Produce documentation on guidelines, tooling and other products.
- Organize and preside technical expert meetings.
- Organize the periodic releases of the classification model.
- Give technical support to all participating ETIM country organizations.
- Actively shape the knowledge transfer to member organizations to heighten the local expertise level.
- Provide secretarial support and other administrative duties where needed.

What we offer

A challenging and dynamic position in a small team operating in a large global network, with excellent long term career perspectives.

Position will be on (self-employed) contract base, starting from a one year contract with the intention for a long time commitment. A competitive hourly compensation will be offered, depending on qualifications.

With no offices permanently available for meetings, the job is intended to be fully remote (home office when not travelling). The candidate should have a suitable office space available accordingly.

Your qualifications/profile

- Higher- or academic education. Ideally a combination of business administration and engineering.
- A broad knowledge of technical products with preferably experience in the installation- or construction sector.
- Familiar with IT and knowledge of and experience with large datasets (Excel, Access, SQL, Text editors...)
- Experience in e-commerce/e-business is welcomed (PIM, MDM, ERP, Webshops)
- Insight into the applicability of classification methods for classifying information and practical experience with digital information exchange
- A basic understanding of Building Information Modelling and BIM objects, including the ability to read technical drawings.
- Language proficiency in English is required, fluency in other languages is welcomed
- Readiness to limited (<10%) business travel

Key competences

- Accurate
- Analytical and methodical
- Results-oriented
- Commitment to excellence
- Flexible
- Perseverant
- Self-starter that can work independently
- Inquisitive and self-teaching
- Responsible and reliable
- Persuasive
- Diplomatic people person
- Communicative

Interested?

To apply for this position, please submit both your resume and a motivation letter (in English) to Jeroen van der Holst (community director) at jvdh@etim-international.com. For more information on ETIM International visit www.etim-international.com. For any questions you can also contact Jeroen van der Holst, preferably by e-mail first. There is no deadline to submit your application, finding the right candidate is more important to us than finding someone quickly.