


<b>Role description IMDS Expert (cert.)</b>		Degree of competence that is optimal for the successful performance of the function			
<p><i>This profile describes functions and requirements for the work area of an IMDS Expert (cert.). An IMDS Expert has all the necessary competencies to independently fill the function of "clerical work in IMDS" in a company and to independently carry out IMDS projects. These functions can be linked to further profiles that relate to other areas of material or product conformity. IMDS expertise is ensured in our training courses.</i></p>					
<p><i>*1 know, take into account, estimate, be able to apply rudimentarily</i>  <i>*2 have good knowledge, be able to apply</i>  <i>*3 master very well, can apply perfectly</i>  <i>*4 have extensive experience, can teach, guide, develop</i></p>		*1	*2	*3	*4
<b>Name</b>	<b>IMDS Expert (cert.)</b>				
<b>Role</b>	<b>Performs defined IMDS projects independently</b>				
<b>Other functions</b>	Contact person IMDS				
<b>Skills</b>	<b>IMDS expertise</b>				
	Knowledge of material and product conformity requirements for own products			x	
	Knowledge of data quality requirements			x	
	Generation and acceptance of parts lists and checking for completeness			x	
	Analysis of parts list contents, plausibility check			x	
	Evaluation of drawing data (designation, weight, status/revision...)			x	
	Creation of material data sheets			x	
	Obtaining customer requirements and recipient data			x	
	Sending material data sheets to customers			x	
	Request supplier data			x	
	Management of the IMDS dataset			x	
	Correct and efficient supplier communication (according to company specifications)			x	
	Evaluation and processing of reasons for rejection			x	
	Processing of material data sheet (MDB) requests			x	
	Assessment and release of materials and purchased parts (MDS)			x	
	Checking the material data sheets			x	
	Knowledge of all test-relevant criteria (ELV, REACH, GADSL, recommendations, customer-specific requirements, etc.)			x	
	Set and evaluate application codes			x	
	Edit and share biocide information with Chemistry Manager			x	
	Implementation IMDS Change Management			x	
	Carrying out analyses in IMDS and creating where-used lists			x	
	Create reports			x	
	<b>Knowledge of the own company regarding</b>				
	- Company structure, departments		x		
	- Locations		x		
	- Manufacturing structures		x		
	- Products, product composition, product use			x	
	- IT/ERP systems, processes	x			
	- Customers and their requirements		x		
	- Suppliers, supplier structure		x		

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	<b>System/program knowledge</b>				
	IMDS system			X	
	Chemistry Manager		X		
	Third-party systems such as CDX, CAMDS	X			
	Further IMDS tools (AI interface, a2, CMD Manager,...)	X			
	Company's own ERP system	X			
	<b>IT tools</b>				
	MS-Windows		X		
	MS-Word		X		
	MS-Excel		X		
	Mail and calendar system, project management support		X		
	<b>Guidelines, laws, procedures</b>				
	IMDS Rules 1 to 23			X	
	legal requirements: ELV			X	
	legal requirements: REACH, SCIP			X	
	legal requirements: Biocides			X	
	legal requirements: Conflict Minerals			X	
	Content sampling VDA volume 2 or PPAP			X	
	Sampling of suppliers			X	
	Sampling of products to customers			X	
	Product liability, product safety		X		
	Materials science			X	
	Chemistry	X			
<b>Methodological skills</b>	<b>Project Management</b>				
	Project management as an organizational form and work process	X			
	Knowledge of the project handling rules and project standards of the own company		X		
	Project management and control tools	X			
	Time and resource management, cost plans	X			
	Planning, implementation, control and steering of a project	X			
	Techniques for success control and quality assurance		X		
	Dealing with guidelines, procedural specifications and manuals		X		
	Finding technically feasible solutions to avoid project downtimes		X		
	Problem analysis and structuring	X			
	Project controlling, escalation procedures	X			
	Project documentation				
	<b>Self Management</b>				
	Working methodology for the organization of daily work			X	
	Time management		X		
	Efficiency in processing			X	
	Dealing with stress, de-escalation		X		
	Orderly work structure, filing, archiving			X	
	Independent and structured knowledge acquisition		X		

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	<b>Communication</b>				
	local language and English		x		
	Conflict Management		x		
	Confident and goal-oriented communication with customers and suppliers			x	
	Routine and correct in written communication			x	
	Analyze complex issues and present them in a structured manner		x		
	Exercise facilitation function in liaison with other areas/functions	x			
<b>Personality</b>	Goal and result oriented, persistent		x		
	Analytical thinking skills		x		
	Implementation Competent			x	
	Solution-oriented, creative problem solving			x	
	Focused, detailed			x	
	Self-organized			x	
	Reliable, conscientious (filing, agreements, traceable work), careful			x	
	Stress-resistant			x	
	Prudent, forward-looking		x		
<b>Social skills</b>	Willingness and ability to learn		x		
	Flexibility and tolerance in the sense of intercultural open-mindedness (values, behavioral norms)	x			
	Ability to deal with complexity in poorly structured problems	x			
	Assertiveness		x		
	Team spirit		x		
	Motivation ability		x		