

Specialist, Engineering Support

Role:

The Engineering Support Specialist supports the process manager and process team in the management of records, providing process-related reports and monitoring of critical process metrics.

Job Responsibilities:

Documentation and records

- Process machine documents for completed machines and technical audits
- Support in the creation and update of process centric records and databases
- Follow through on work-in-progress and quality control.
- Ensuring completeness and integrity of information collected to conduct daily operations
- Assist in the creation of reports and prepare presentations/proposals as assigned
- Support in the creation of purchase orders for indirect purchases

Education and Language Requirements:

- Min Nitec/Higher Nitec in engineering field

Other Requirements

- Fresh graduates may apply
- Preferably 1 – 2 years experience in engineering field with knowledge in business administration
- Preferably 1 year experience in manufacturing/production environment and work processes
- Able to work in cross functional teams
- A good team player with strong communication skills
- Creative, take initiative and keen to learn

Work Location

Singapore