

# **e2i x JSIT Precision Engineering Career Discovery**

## **Job Listing Booklet**

### **Date:**

19 April 2024

Friday

### **Time:**

12.00pm to 7.00pm

### **Venue:**

Nanyang Polytechnic, Blk A, Level 3, NYP Lounge

180 Ang Mo Kio Avenue 8

Singapore 569830

(Accessible via Yio Chu Kang MRT)

#### **About e2i (Employment and Employability Institute)**

e2i is the empowering network for workers and employers seeking employment and employability solutions. e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions. e2i is a tripartite initiative of the National Trades Union Congress set up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit [www.e2i.com.sg](http://www.e2i.com.sg).

NAME OF COMPANY	PAGE
<b>1. AME Group.....</b>	<b>10</b>
• <b>AME International - 10</b>	
- CNC Machinist	
- IT Support	
• <b>AT&amp;S - 11</b>	
- Sales Engineer	
- Purchasing Executive	
• <b>TQC Precision Engineering - 12</b>	
- QA Engineer	
- Process Engineer	
<b>2. ASTech.....</b>	<b>14</b>
- Automation Application Engineer	
- Senior Control Engineer	
- Senior Mechanical Engineer	
- Software Engineer	
<b>3. Barnes Aerospace.....</b>	<b>16</b>
- FPI Inspector	
- Line Leader	
- Machinist	
- Maintenance Engineer	
- Manufacturing Engineer	
- QA Inspector	
- Quality Engineer	
<b>4. Beyonics.....</b>	<b>21</b>
- Automation Engineer	
- Customer Support Specialist	
- Mold Designer	
- Process Engineer	
- Quality Inspector	
- Quality Supervisor	
- Tooling Engineer	
- Toolroom Engineer	
- Toolroom Planner	
<b>5. Carrier.....</b>	<b>27</b>
• <b>Carrier Singapore - 27</b>	
- Associate Director, EH&S Asia Services	
- Buyer	

- Engineering Assistant
- Materials Planning Manager SIOF
- Project Engineer
- Senior Sales Engineer
- Service Technician

- **Carrier Transicold - 33**
  - Maintenance Technician

## **6. Chong Fong Engineering.....34**

- CNC Machinist
- Manufacturing Engineer
- Quality Control Inspector

## **7. Evo Precision Engineering.....36**

- Accounts Executive
- CNC Programmer cum Technician
- Design Draftsman
- EDM Machinist
- FA Technician
- Grinding Technician
- HR Executive
- Injection Molding Technician
- Mold Assembly Engineer
- Plastic Mold Designer
- Production Planner
- Project Engineer
- QA Engineer
- QA Manager
- QC Inspector
- Sales Executive
- Tooling Engineer
- Wire cut Machinist

## **8. Fong Lee Metal.....43**

- Assistant QA Engineer
- CNC Programmer
- Manufacturing Engineer
- Production Planner
- Project Planner
- Sales Account Manager

## **9. Fong's Engineering & Manufacturing.....44**

- **Fong's Engineering & Manufacturing - 44**
  - Assembly Operator
  - Engineer, Manufacturing
  - Engineer, Quality

- Engineer, Sales
- Lead Engineer, NPI
- Production Setter

- **SG Endoscopy - 49**

- Engineer, Manufacturing
- Engineer, Procurement
- Engineer, Project
- Engineer, Quality
- Engineer, Test
- Engineering Operator
- Engineering Technician
- Executive, Quality System

## **10. GE Aerospace.....56**

- Automation & Robotic Engineer (Mechanical Engineering)
- Component Repair Technician (Airfoil)
- Component Repair Technician (Machining)
- Component Repair Technician (NDT)
- Component Repair Technician (Stock & Process)
- Component Repair Technician (V&D Inspector)
- Component Repair Technician (Welding)
- EHS Assistant Engineer
- Lead Quality Engineer (NPI)
- Quality Engineer
- Training Leader

## **11. Grand Venture Technology.....65**

- General Worker
- Manufacturing Engineer / Senior Engineer
- Quality Assurance Manager

## **12. Greif Eastern Packaging.....67**

- Production Technician - Blowmould
- Production Technician - Large Drum
- Production Technician – SMD / Pail

## **13. JEP Precision Engineering.....68**

- CMM Technician
- CNC Programmer
- Machinist
- Maintenance Technician
- QC Inspector
- QMS Engineer
- Quality Engineer

- 14. Le-Plus Solutions.....72**
- CNC Manufacturing Engineer
  - CNC Milling Programmer
  - CNC Operations Technician
  - QA Engineer & Machine Operator
  - QA INSPECTOR
  - Test and Quality Engineer
  - Tool Room Machinist
- 15. M & D Precision Technology.....74**
- CNC Cylindrical Grinder
  - Sales Engineer
- 16. Makino Asia.....75**
- Advanced Robotics and Digitalization Intern
  - Application Support Engineer
  - Manufacturing Engineer (Mechanical)
  - Metal Fabrication Intern
  - Quality Assurance Intern
  - R&D Electrical Design Engineer (EDM)
  - SAP Applications Engineer
- 17. Meiban Corp Holdings.....78**
- Assistant Document Control Executive
  - Assistant Production Supervisor
  - Planner
  - Production Supervisor
  - Project Engineer
  - QA Engineer
  - QMS Manager
  - SAP Developer
- 18. Metalcool.....84**
- Accounts Assistant
  - Business Development Representative
  - Sales Coordinator
- 19. Omega Integration.....85**
- Assistant Manager / Manager, Procurement
  - Document Control
  - Drafter
  - Engineer / Senior Engineer, Project & System Design
  - Engineer / Senior Engineer, Service

- Engineer, QEHS
- Executive, Procurement
- Planner & Expeditor, Project & System Design
- Technician, Assembly

## **20. Rotary Engineering.....92**

### **• Rotary Engineering - 92**

- Accounts Executive
- Admin Assistant
- Project Engineer
- Senior Accounts Executive

### **• Rotary Mechanical & Construction Co - 95**

- Accounts Executive
- Assistant Accountant
- Assistant Procurement Manager
- Contract Executive
- Network Engineer
- Piping Engineer
- Procurement Executive (E&I)
- Procurement Executive (Mechanical)
- Procurement General Manager
- Procurement Manager
- Project Engineer (Mechanical) (No experience)
- Project Engineer (Mechanical) (With experience)
- Senior Account Executive
- Senior Contract Executive
- Senior Contract(s) Executive
- Senior Electrical Design Engineer

## **21. Shine Precision Engineering.....111**

- Planner
- Process Engineer
- Project Engineer
- Quality Engineer (QA / QC)
- Sales Engineer

## **22. Sunningdale Tech .....114**

- Automation Engineer (Mechanical)
- Buyer (Automation)
- Buyer (Supply Chain)
- Engineer - Automation (Mechanical) - SITC
- Engineer - Tooling
- Inspector I
- Machinist - EDM
- Mold Maker I
- Operator I
- Product Design & Development Engineer

- Program Engineer
- Tooling Engineer

### **23. VDL Enabling Technologies Group.....121**

- Commodity Specialist
- Electrical Design Engineer
- Equipment Assembly Specialist (1-year contract (renewable))
- Manufacturing Engineer (System Integration)
- Mechanical Design Engineer
- Mechatronic Design Engineer
- Process Engineer (System Integration)
- Process Engineering Manager (System Integration)
- Production Engineer
- Program Administrator
- Program Manager
- Welding Engineer

### **24. Vision One.....128**

- CNC Machinist
- CNC Program
- QAQC Admin
- Spray Painter
- Welder & Flame Cutter

**Back-End Referral (refer to page for more info).....129****1) A & One Precision Engineering.....129**

- Accounts Assistant @ Tuas
- Assembly Technician
- Buyer @ Loyang
- CNC Machinist
- CNC Programmer
- CNC Setter
- Delivery driver cum packer @ Loyang
- HR cum Admin Assistant @ Tuas
- IT Technician @ Tuas
- Production Coordinator
- Production Manager
- Production Supervisor
- Project Coordinator
- Quality Assist Manager
- Quality Engineer
- Quality Technician
- Sales & Marketing Manager
- Store Assistant @ Loyang
- Welder @ Tuas

**2) Bruderer Presses (Far East).....141**

- Mechatronic Technician

**3) CHawk Technology.....142**

- CNC Technician
- Manufacturing Engineer
- Planner
- Production Control Coordinator
- QC Inspector

**4) Hai Leck Holdings.....146**

- Admin Assistant
- CNC Technician
- Customer Care Officer
- Engineer
- Facilities Executive
- HSE Coordinator
- Mechanic
- QC Inspector
- Quantity Surveyor
- Site Administrator
- Warehouse Supervisor

- *Workshop Assistant*

**5) HME Technologies.....147**

- *Production Planner*
- *QA / QC Engineer*

**6) Tri-Star.....149**

- *Marketing Executive*
- *Sales Engineer (Technical)*

# 1. AME Group

AME Group is a global leader in providing manufacturing turnkey solutions in the oil and gas industry. Through continuous innovation and the hope of achieving more as a company, he embarked on the journey to provide a one-stop turnkey manufacturing solution for our customers, aspiring to push the boundaries from a traditional engineering workshop into a world-class global manufacturing facility.

## AME International

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
CNC Machinist	<ul style="list-style-type: none"> <li>NITEC / Machining Certificate</li> </ul>	<ul style="list-style-type: none"> <li>Setup and operate CNC Machines.</li> <li>Load raw materials onto machines, run and edit programs when needed, correct defects when required, perform daily housekeeping and regular maintenance, report to Management in the event of non-conformance of components, any other ad-hoc duties.</li> </ul>	<ul style="list-style-type: none"> <li>5.5-day work week</li> <li>8am - 5pm</li> <li>3 Joo Koon Circle</li> </ul>
IT Support	<ul style="list-style-type: none"> <li>Diploma / Degree</li> </ul>	<ul style="list-style-type: none"> <li>As an IT Support Executive, you are responsible for providing technical support to end-users, managing network resources, administering servers, and ensuring the availability and performance of essential applications, as well as being responsible in providing infrastructure support to company staff, addressing IT-related issues, and implementing solutions to enhance the overall IT environment.</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>8am - 5.30pm / 9-6pm</li> <li>3 Joo Koon Circle</li> </ul>

## AT&amp;S

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Sales Engineer	<ul style="list-style-type: none"> <li>• ITE / Diploma / Degree in Engineering Discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Sales / Application of field process instruments, provide technical solutions to customers.</li> <li>• Prepare technical and commercial quotation, project sales management and submission of sales report job requirement.</li> <li>• Other ad-hoc duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-day work week</li> <li>• 9am - 6pm</li> <li>• 19 Jurong Port Road</li> </ul>
Purchasing Executive	<ul style="list-style-type: none"> <li>• ITE / Diploma / Degree in Engineering Discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Sourcing materials, products &amp; services as per customer requirement</li> <li>• Responsible for issuing purchase orders to vendors and ensuring on time supply of goods.</li> <li>• Exploring new suppliers and maintaining long-lasting relationships with them as well as existing suppliers</li> <li>• Negotiating price, quantity, and delivery schedules with suppliers</li> <li>• Providing solutions to improve company spending and outsourcing.</li> <li>• Analyze purchasing history, review Price Purchase Variance, take action to achieve operational cost saving yearly.</li> <li>• Supporting Purchasing and logistic operations to ensure daily operations are smooth.</li> <li>• Provide internal customers with product knowledge and pricing for key principle products.</li> <li>• Liaise and coordinate with overseas vendors / customers, freight forwarders, carriers &amp; 3rd party logistics.</li> <li>• Settling for shipment ETA, booking and confirmation on direct shipments</li> <li>• Prepare shipping documents for import and export process flow.</li> <li>• Adhere to shipping/receiving and regulatory compliance procedures.</li> <li>• Monitor and follow up with suppliers / customers to ensure on time and accurate shipping documents submission, Requesting and negotiating on freight quotations with forwarders.</li> <li>• Contact carrier representative to decide and to issue shipping instructions and delivery of materials.</li> <li>• Document and escalate any customer service issues and/or shipping / receiving errors.</li> <li>• Other ad-hoc requirements assigned by reporting manager.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-day work week</li> <li>• 9am - 6pm</li> <li>• 19 Jurong Port Road</li> </ul>

## TQC Precision Engineering

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
QA Engineer	<ul style="list-style-type: none"> <li>• Minimum Diploma / Degree in Mechanical, Engineering related courses or any equivalent.</li> <li>• Minimum 2-3 years of metal fabrication or precision engineering experience.</li> <li>• Detail oriented. Good verbal and written communication skills.</li> <li>• Self-motivated to work independently with team support &amp; minimal guidance.</li> <li>• Ability to always maintain a positive attitude.</li> <li>• Computer knowledge with MS office etc.</li> </ul>	<ul style="list-style-type: none"> <li>• The QA Engineer maintains and implements the Quality Management System (QMS) for the organization.</li> <li>• He / She manages Quality Assurance and Quality Control (QA&amp;QC) by conducting audits for quality system conformance, and by liaising across departments to maintain good documentation control and management.</li> <li>• He conducts QA&amp;QC-related training and communication sessions for staff and contributes to the development of strategic quality improvement programs for the organization.</li> <li>• The QA Engineer conducts investigations into inconsistent quality processes and non-conformance and recommends preventive actions to eliminate recurrences of such issues.</li> <li>• He monitors product failure data and performance trends, and initiates remedial actions with relevant departments, where necessary.</li> <li>• In addition, he actively identifies opportunities and prepares recommendations for continuous improvement in quality, productivity, and cost efficiency.</li> <li>• The QA Engineer is meticulous, thinks systematically and can work independently.</li> <li>• He possesses good organization, problem-solving, interpersonal and communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8.00am - 5.30pm</li> <li>• 3 Joo Koon Circle</li> </ul>
Process Engineer	<ul style="list-style-type: none"> <li>• Minimum Diploma / Degree in Mechanical, Engineering related courses or any equivalent.</li> <li>• Minimum 2-3 years of metal fabrication or precision engineering experience.</li> <li>• Detail oriented.</li> <li>• Good verbal and written communication skills.</li> <li>• Self-motivated to work independently with team support &amp; minimal guidance.</li> <li>• Ability to always maintain a positive attitude.</li> <li>• Computer knowledge with MS office etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish Efficient &amp; Effective process engineering planning (Work Instruction) based on costing estimation request.</li> <li>• Make / Buy decision for all drawings given by Sales on new order launched.</li> <li>• Planned and maintaining process routing in ERP system whenever there is new work order launched.</li> <li>• Coordinate with CNC Programming team on all NPI &amp; FA fabrication.</li> <li>• Identify opportunities for fabrication process improvement for existing high runner and repeated jobs.</li> <li>• Supporting Quality MRB meetings and advice disposition accordingly.</li> <li>• Prepare PMP / FMEA and work instruction for FA submission.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8.00am - 5.30pm</li> <li>• 3 Joo Koon Circle</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"><li>• Perform new products' manufacturing studies and develop process control specifications.</li><li>• Review process specifications to be in line with changes in product specs, process, and quality improvement.</li></ul>	

## 2. ASTech

ASTech Pte Ltd is an Automation System Provider, Turnkey Design House and i4.0 Integrator. ASTech as Champion in an Alliance known as SiTA (Smart i4.0 Transformation Alliance)

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Senior Control Engineer	<ul style="list-style-type: none"> <li>• Minimum Diploma in Mechatronics, Electrical Robotics Engineering or equivalent.</li> <li>• Preferably having experience in the Advance Manufacturing field, the company will provide the OJT, training for Robotic and E3 series and support for upgrade skills course training.</li> <li>• Minimum 5 years of automation control design or programming experience.</li> <li>• Proficient in Electrical design CAD software</li> </ul>	<ul style="list-style-type: none"> <li>• Generate electrical panel drawings, electrical circuits and BOM lists based on machine functionality.</li> <li>• PLC, HMI, PC and Robotic programming.</li> <li>• Conduct factory acceptance test (FAT) and site acceptance test (SAT)</li> <li>• Conduct machine operation and maintenance training.</li> <li>• Update design progress to control design head.</li> <li>• Create operation and maintenance manual for machines designed.</li> <li>• Ensure design completes within given timeline.</li> <li>• Liaise with suppliers on components selection and quotation.</li> <li>• Supervise and assist Control Engineer</li> <li>• Any additional task assigned by the immediate superior.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8:30am to 6pm or 9am to 6:30pm</li> <li>• 61 Woodlands Industrial Park E9</li> </ul>
Senior Mechanical Engineer	<ul style="list-style-type: none"> <li>• Minimum Diploma in Mechanical, Mechatronics Engineering or equivalent.</li> <li>• Minimum 3 years of factory automation design experience.</li> <li>• Proficient in 3D modelling software.</li> <li>• Experience in CNC automation is an advantage.</li> <li>• Proven ability to complete tasks given independently.</li> <li>• Ensure given tasks complete within given timeline.</li> </ul>	<ul style="list-style-type: none"> <li>• Lead project to ensure design meets project specifications.</li> <li>• Design machine based on project specifications.</li> <li>• Generate layout drawings, design approval drawings, mechanical assembly drawings, detailed dimensional drawings, pneumatic circuit and BOM lists.</li> <li>• Mechanical design modularization and standardization.</li> <li>• Conduct factory acceptance test.</li> <li>• Conduct internal and end-user operation and maintenance training.</li> <li>• Liaise with suppliers on components selection and quotation and liaise with customers on mechanical design.</li> <li>• Troubleshoot mechanical design issues.</li> <li>• Perform system maintenance and support for system in production.</li> <li>• Create internal written knowledge transfer material.</li> <li>• Create operation and maintenance manual for machines designed.</li> <li>• Provide technical support and solutions to sales inquiry.</li> <li>• Generate proposal, costing and tender documents for sales inquiry.</li> <li>• Train, supervise and assist Mechanical Designer.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8:30am to 6pm or 9am to 6:30pm</li> <li>• 61 Woodlands Industrial Park E9</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Automation Application Engineer	<ul style="list-style-type: none"> <li>• Minimum Diploma in Mechatronics, Engineering or equivalent.</li> <li>• Strong know-how of factory automation &amp; robotics system.</li> <li>• Strong customer management and problem solving skills.</li> <li>• Excellent communication, listening, presentation and business writing skills.</li> <li>• Must be able to travel</li> <li>• With Sales Experience will be added advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Liaising with clients and incorporating user-defined needs and inquiries into application designs and concepts.</li> <li>• Meet with potential clients to determine their needs.</li> <li>• To provide technical and application support and relay information to engineering teams for products development &amp; enhancement.</li> <li>• Generate proposal, costing and tender documents for customer inquiries.</li> <li>• Present technical expertise to select, implement and develop competitive product, applications as well as solutions to clients.</li> <li>• Build and maintain relationship with clients and prospects.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8:30am to 6pm or 9am to 6:30pm</li> <li>• 61 Woodlands Industrial Park E9</li> </ul>
Software Engineer	<ul style="list-style-type: none"> <li>• Minimum Diploma in Electronics, Networking, Computer Engineering or equivalent</li> <li>• Minimum 1 years of experience in Windows/Web/Mobile/Data-driven, Real-Time Application Development, Embedded Firmware/Software, IoT System Architecture, Network Programming.</li> <li>• Familiar with programming language such as C#, C/C++, javascript, SQL.</li> <li>• Familiar with web and industrial control protocols such as Web Service, OPC UA, Modbus TCP/IP, RFID interface is a strong advantage.</li> <li>• Familiar with industrial control system hardware such as PLCs and CNC machines, AGV, Automatic Storage System is a strong advantage.</li> <li>• Experienced in full software development cycle, able to write clean, testable code is a must.</li> <li>• Highly motivated, result-oriented, team player.</li> <li>• Able to learn on the job, work independently, multi-task and perform under pressure, ensure given tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Design and develop IoT connected electronic products and systems based on project specifications and customer requirements.</li> <li>• Lead project to ensure design meet project specifications.</li> <li>• Generate software flow chart, IT network architecture and BOM lists.</li> <li>• PC software development and modularization.</li> <li>• Integrated line software development in Industry 4.0 environment.</li> <li>• Conduct factory acceptance test and site acceptance test.</li> <li>• Troubleshoot and debug system and software issues.</li> <li>• Perform system maintenance and support for system in production.</li> <li>• Liaise with suppliers on components selection and quotation and liaise with customers on software design and flow.</li> <li>• Conduct internal and end-user software training.</li> <li>• Create internal written knowledge transfer material including user manual for software application developed.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8:30am to 6pm or 9am to 6:30pm</li> <li>• 61 Woodlands Industrial Park E9</li> </ul>

### 3. Barnes Aerospace

Barnes Aerospace (BA) is a full-owned subsidiary of Barnes Group Inc. BA is a leading provider of Maintenance, Repair, and Overhaul (MRO) services and spare parts for many of the world's major turbine engine manufacturers, airline operators, and third-party providers. The Barnes Aerospace Singapore OEM Division is a world-class provider for Original Equipment Manufacturer (OEM), specializing in precision stamped assemblies and tight tolerance machining, serving a robust global customer base throughout the aerospace industry. To learn more about Barnes Aerospace, please visit [www.onebarnes.com](http://www.onebarnes.com).

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
FPI Inspector	<ul style="list-style-type: none"> <li>• Able to perform rotating day and night shift.</li> <li>• Able to work in Changi North Crescent / Loyang Lane</li> <li>• Possess ASNT Level 2 in FPI or NAS 410 Level 2 in FPI of PCN Level 2 in FPI.</li> </ul>	<ul style="list-style-type: none"> <li>• Work from process travelers and operation sheets to perform Fluorescent Penetrant Inspection (FPI) on aircraft engine components to locate and determine the severity of discontinuities.</li> <li>• Review test orders to determine type of test required, test procedures, and part acceptability criteria.</li> <li>• Apply proper agents such as cleaners, penetrants, and developers, etc. over part in preparation for testing.</li> <li>• Follow prescribed procedures for non-destructive testing.</li> <li>• Maintain good housekeeping practices on machines and work area.</li> <li>• Comply with all company and safety rules and regulations during course of duties.</li> <li>• Perform other related duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 7.30am - 4.48pm or 7.30pm - 4.48am</li> <li>• 65 Changi N Cres</li> </ul>
Line Leader	<ul style="list-style-type: none"> <li>• Minimum 5 to 7 years of direct shop experience.</li> <li>• Ability to communicate with all levels of people, attention to detail and ability to multitask.</li> </ul>	<ul style="list-style-type: none"> <li>• To perform approximately 80% direct hours, work and 20% indirect hours activities in supporting the Cell Leader.</li> <li>• Assist Cell Leader in managing a team of associates to ensure organization goals and objectives are achieved.</li> <li>• Assist Cell Leader on daily Cell operations, including associate's job assignment, manufacturing priority, and managing the overtime to ensure that it is within the statutory limit.</li> <li>• Assist Cell Leader in leading the team to achieve and maintain high standards of 6S and housekeeping.</li> <li>• Support and participate in Barnes Enterprise System (BES) initiatives.</li> <li>• Assist Cell Leader in communicating, coordinating, and interfacing with other cells for parts process flow and resolving problems in a timely manner.</li> <li>• Assist Cell Leader on updating ERP System Syteline - Job Repair Link, Copy Routing / BOM, Shipping Tab, Operation Delete, Post and Un-post Job.</li> <li>• Assist Cell Leader in Syteline job transaction, print-pick list and Traveler and submission work scope of each job order in WIP.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 7.30am - 4.48pm or 7.30pm - 4.48am</li> <li>• 65 Changi N Cres</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> <li>• Assist Cell Leader in verifying associates' attendance.</li> <li>• Assist Cell Leader in scheduling overtime.</li> <li>• Assist Cell Leader in conducting daily morning cell meetings with all cell associates.</li> <li>• Assist Cell Leader in conducting weekly cell toolbox meetings.</li> <li>• Participate in weekly production Gemba walk and weekly management Gemba walk as necessary.</li> <li>• Assist the Cell Leader in the annual performance appraisal review including providing feedback on cell associates' performance.</li> <li>• Assist the Cell Leader in highlighting HSE issues, maintain HSE compliance and promptly escalate all unsafe work conditions to the immediate supervisor / manager.</li> <li>• Assist the Cell Leader in ensuring good line discipline amongst cell associates and promptly escalate all discipline issues to the immediate supervisor / manager.</li> <li>• Escalate all issues impacting product quality to the immediate supervisor / manager without delay.</li> <li>• Perform related duties as assigned.</li> </ul>	
Machinist	<ul style="list-style-type: none"> <li>• Able to perform rotating day and night shift.</li> <li>• Able to work in Changi North Crescent / Loyang Lane</li> <li>• Familiar with CNC machining.</li> </ul>	<ul style="list-style-type: none"> <li>• Set up jigs, fixtures and tooling required for machining.</li> <li>• Operate manual and CNC Lathe, VTL and milling machines.</li> <li>• Perform in-process inspection on machining parts using precision gauges and micrometers.</li> <li>• Comply with engine manuals, technical data, and work instructions for all machine operations.</li> <li>• Initiate and suggest continuous improvement ideas to improve process, productivity, and quality.</li> <li>• Perform TPMs</li> <li>• Maintain good housekeeping practices on machines and in work area.</li> <li>• Comply with safety rules and regulations during duties.</li> <li>• Perform sheet metal work as and when is required.</li> <li>• Perform other related duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 7.30am - 4.48pm or 7.30pm - 4.48am</li> <li>• 65 Changi N Cres</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Maintenance Engineer	<ul style="list-style-type: none"> <li>• Degree or Diploma in Electrical / Mechanical Engineering or related discipline.</li> <li>• At least 3 - 5 years working experience &amp; knowledge in maintenance and repair works in the manufacturing environment.</li> <li>• A working knowledge of CNC machines and equipment is a must.</li> <li>• Highly motivated and able to work in a team and in a dynamic environment.</li> <li>• Act with integrity and the highest ethical behavior.</li> <li>• Proficient in Microsoft Word, Excel, and PowerPoint</li> <li>• Able to use the machine downtime data to drive for predictive maintenance and identification of critical spares.</li> <li>• Ability to communicate effectively with internal employees and outside vendors.</li> <li>• Good awareness of Health, Safety and Environment and a safety mindset</li> <li>• Strong interpersonal, analytical, and troubleshooting skill</li> <li>• Good written and verbal communication skills.</li> <li>• Able to standby rotating shifts, 24/7 and work beyond normal office hour / Weekends / PH if required.</li> </ul>	<ul style="list-style-type: none"> <li>• Plan and perform tasks related to facilities, upgrading, and repairing machinery and equipment.</li> <li>• Contact outside vendors for specialized repairs or new components.</li> <li>• Review quotes and make recommendations for cost effective services. Interface with vendors on major overhaul services.</li> <li>• Conduct basic maintenance training on machinery and equipment for end users.</li> <li>• Troubleshoot machinery malfunctions.</li> <li>• Perform preventive maintenance on machinery used in the production department.</li> <li>• Change oil, check electrical connections, change belts, filter systems, etc.</li> <li>• Maintain updated records of repairs and complete preventative maintenance work.</li> <li>• Identify and purchase critical spares for preventive maintenance.</li> <li>• Identify probable causes of potential failure of machinery &amp; equipment and arrange for preventive repair and replacement to minimize machine downtime.</li> <li>• Maintain good housekeeping practices in maintenance work area and stores.</li> <li>• Review cleaning logs to ensure the facilities are cleaned on schedule.</li> <li>• Perform related duties as assigned.</li> <li>• Ensuring Compliance of in-house safety rules and procedures by all vendors</li> <li>• Supervising contractors performing maintenance jobs.</li> <li>• Quarterly cost saving and safety project on equipment maintenance.</li> <li>• Work within budgeted expense allocated by the business.</li> <li>• Drive and improve the cost of annual maintenance as well as improve the OEE (overall equipment efficiency) of the machines.</li> <li>• Lead and coach maintenance engineer on the predictive maintenance approach.</li> <li>• Ensure the maintenance coverage to support operation on the machine recovery.</li> <li>• Work on maintenance contracts with vendors.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 7.30am - 4.48pm</li> <li>• 65 Changi N Cres</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Manufacturing Engineer	<ul style="list-style-type: none"> <li>• Degree in Mechanical / Manufacturing / Aeronautical Engineering or Diploma holders with minimum 5 years' experience.</li> <li>• At least 3 years' experience in precision engineering / aerospace component manufacturing or mass manufacturing.</li> <li>• Competent with CAD software; Siemens NX Unigraphics preferred.</li> <li>• Experience with CNC machining and programming using CAD / CAM.</li> <li>• Good knowledge of tool and fixture design.</li> <li>• Proficient at reading, analyzing, and interpreting customer drawings, specifications, procedures, and standards.</li> <li>• Good project management, analytical and problem-solving skills.</li> <li>• Good interpersonal and communication skills with the ability to interface with all levels of people.</li> <li>• Knowledge of IoT sensors / gateways, hardware testing and troubleshooting.</li> <li>• Familiarity with special processes such as heat treatment, welding, and non-conventional machining.</li> </ul>	<ul style="list-style-type: none"> <li>• Manage and plan manufacturing process sequence, from receipt of raw materials till finished parts shipment.</li> <li>• Develop new processes solid modeling and create / update work instructions, in accordance with engineering drawings and specifications.</li> <li>• Design tooling, fixtures, and gauges.</li> <li>• Establish Advanced Product Quality Planning (APQP); conduct pre - production pilot run and training for associates.</li> <li>• Provide technical support to Production to achieve technical and quality requirements.</li> <li>• Liaise with OEM on product requirements, process qualifications and technology development.</li> <li>• Lead / Support continuous improvement projects through Barnes Enterprise system.</li> <li>• Support Request for Quote (RFQ) proposal development and process.</li> <li>• Multi-task other engineering-related duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 7.30am - 4.48pm</li> <li>• 65 Changi N Cres</li> </ul>
QA Inspector	<ul style="list-style-type: none"> <li>• Able to perform rotating day and night shift.</li> <li>• Able to work in Changi North Crescent / Loyang Lane</li> <li>• Proficient with various measuring instruments such as indicators, verniers, OD &amp; ID micrometers, pi-tapes, etc.</li> <li>• Understand GD&amp;T requirements and ability to read and interpret complex blueprints and technical documents.</li> </ul>	<ul style="list-style-type: none"> <li>• Review and interpret engine manuals, illustrated parts manuals, and other technical data requirements to perform visual and dimensional inspections at receiving / preliminary, in-process, and final inspection.</li> <li>• Accurate document inspection results.</li> <li>• Comply with internal Quality Management System requirements.</li> <li>• Interpret resolution of gauges required to perform dimensional inspections.</li> <li>• Use a variety of precision measuring instruments such as indicators, verniers, OD &amp; ID micrometers, pi-tapes, etc.</li> <li>• Interpret drawings and instructions from operations sheets and complex</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 7.30am - 4.48pm or 7.30pm - 4.48am</li> <li>• 65 Changi N Cres</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<p>blueprints, engine manuals, inspection records, inspection record method sheets, etc.</p> <ul style="list-style-type: none"> <li>• Operation computerized measuring equipment.</li> <li>• Develop knowledge of software programs and use judgment in setting up datum of CMM machine and surface plate. Selection of proper size probes and selection of proper programs of measurement and perform tip calibrations before inspection of components.</li> <li>• Detect faulty operations and materials and create NCR to document non-conformance or report these and other problems to a senior inspector or immediate Cell Leader.</li> <li>• Identify and mark parts, as required, per approved technical data.</li> <li>• Maintain good housekeeping practices on machines and in work area.</li> <li>• Wear the necessary personal protective equipment (PPE) as required.</li> <li>• Comply with all company and safety rules and regulations during course of duties.</li> </ul>	
<p>Quality Engineer</p>	<ul style="list-style-type: none"> <li>• Able to work in Changi North Crescent</li> <li>• Familiar with ISO9001 / AS9100 Quality Management System requirements</li> <li>• Experience in using problem-solving tools including fishbone diagrams, FMEA and 5 - whys methodology.</li> <li>• Familiar with audit covering special processes including heat treatment, non - conventional machining, shot peening and chemical processing would be a plus.</li> </ul>	<ul style="list-style-type: none"> <li>• To perform quality assurance functions about the product, process and maintain quality management system while ensuring compliance with all related government agencies, aviation authorities and customers' requirements and regulations.</li> <li>• Establish quality procedures and quality control instructions.</li> <li>• Liaise with customers / vendors / suppliers on non-conformance activities, perform root cause analysis and determine effective corrective actions to reduce or eliminate the cost of poor quality.</li> <li>• Perform internal audits to evaluate quality system, products, and processes (ISO9001 / AS9100 / NADCAP)</li> <li>• Perform vendors' and on-site audits as required.</li> <li>• Uphold customers' and regulatory authorities' requirements.</li> <li>• To carry out other QA functions as required.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 7.30am - 4.48pm</li> <li>• 65 Changi N Cres</li> </ul>

## 4. Beyonics

Beyonics is headquartered in Singapore and provides Advanced Precision Engineering and Manufacturing Solutions for the Healthcare, Automotive and Technology sectors. Our in-house tooling, manufacturing, automation, knowledge of special materials and R&D Lab, allow Beyonics to create go-to-market designs and complete complex projects requiring a comprehensive suite of capabilities, while meeting strict schedules and cost requirement.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Automation Engineer	<ul style="list-style-type: none"> <li>• At least 3 years' experience / knowledge in Factory Automation</li> <li>• Knowledge in ISO9001, ISO13485, TS16949, familiar with FMEA</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for all automation related activities of the product.</li> <li>• Responsible for the Maintenance and Repair of production automated machines.</li> <li>• To enhance quality and productivity through automated processes.</li> <li>• Identify and initiate actions to prevent occurrence and recurrence of product, process, quality systems nonconformities.</li> <li>• Optimize automation parameters and meet specific cycle time for existing and new products.</li> <li>• To provide timely support to ensure efficiency of production machines &amp; equipment are met.</li> <li>• To work with respective departments on product quality issues.</li> <li>• Initiate containment plan and implement effective long-term plan on quality related issues.</li> <li>• Attend to all daily quality and process related issues.</li> <li>• Execute process validation for new and existing products with tooling and quality personnel.</li> <li>• Participate in the Continuous Process Improvement program to improve productivity and reduce scrap.</li> <li>• Perform internal quality system audit.</li> <li>• Train and assess production staff on processes and products where applicable.</li> <li>• Attend routine production and quality meetings.</li> <li>• Execute engineering change notice from customer.</li> <li>• Analyze quality data collected periodically and provide recommendations to management for improvement.</li> <li>• Compliance to all regulatory and in house system requirements especially for medical and automotive customers</li> <li>• Perform additional tasks given by the management.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44 hours per week</li> <li>• 51 Marsiling Rd.</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Customer Support Specialist	<ul style="list-style-type: none"> <li>• &gt;2 years' experience in program and business management in manufacturing environment</li> <li>• Degree / Diploma in Business Management / Manufacturing or Engineering with Business Knowledge</li> <li>• Strong analytical / problem solving skills, good communication skills (verbal and written), proven program management skills.</li> <li>• Requires extensive inter-personal skills, excellent business planning skills, cross-group coordination at all levels, business acumen, and the ability to work on several diverse projects at the same time.</li> </ul>	<ul style="list-style-type: none"> <li>• The Customer Support Specialist is responsible for providing support to the Program Manager to drive existing sales growth and profitability through customer satisfaction and exceptional service delivery for the customer account.</li> <li>• Serves as the point of contact for the assigned customer management matters.</li> <li>• Build and maintain strong and long-lasting relationships with customers.</li> <li>• Authorize to update customer shipment plan upon internal review acceptance.</li> <li>• Authorize to update customer PO into Oracle Fusion with approved quotation and costing sheet.</li> <li>• Provide monthly and quarterly forecast for the assigned accounts.</li> <li>• Ensure timely Sales Order update and delivery commitment to customers.</li> <li>• Ensure on time delivery vs shipment schedule.</li> <li>• Work with internal stakeholder to insure customer satisfaction and account profitability through implementing continual process improvement, measurement / benchmarking, and automation across all lines of service delivery inclusive of order management, inventory management, customer payment dispute and engineering change.</li> <li>• Proactively identify and escalate risks and issues to stakeholders, lead development and delivery of mitigation and contingency plans.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44 hours per week</li> <li>• 51 Marsiling Rd.</li> </ul>
Mold Designer	<ul style="list-style-type: none"> <li>• Certificate in Mold Design / Technology relevant to toolmaking and precision engineering.</li> <li>• Minimum 6 years of experience in Mold design</li> <li>• Knowledgeable and experienced in Siemens NX software for mold design.</li> <li>• Knowledgeable and experienced in Mold Flow analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Perform DFM &amp; Mold design to meet drawing specifications / customer requirements.</li> <li>• Responsible for timely submission of DFM</li> <li>• Perform Mold Design, prepare detailed drawing and BOM.</li> <li>• Ensure timely commencement and completion of all design tasks assigned by immediate supervisor.</li> <li>• Actively participate in Mold design review</li> <li>• Interact with team for continual improvement in design to facilitate tool making and improve molding process.</li> <li>• Attend mold trial with project engineer to validate outcome required for mold improvement.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44 hours per week</li> <li>• 51 Marsiling Rd.</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
<p>Process Engineer</p>	<ul style="list-style-type: none"> <li>• Certificate in Technology relevant to injection mold processing / precision engineering.</li> <li>• Minimum 6 years of experience in mold test / processing</li> <li>• Familiar with different types of injection machines.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for all engineering related activities on the product line concerned.</li> <li>• Responsible for quality of products at all stages and drive production yield</li> <li>• Identify and initiate actions to prevent occurrence and recurrence of product, process, quality systems nonconformities.</li> <li>• Work as a team with all departments to achieve mutual agreement on specifications required by customers.</li> <li>• Ensure all products meet the standard cycle time and minimize machine and mold down time.</li> <li>• Implement improvement plans to enhance efficiency of process, material, and manpower.</li> <li>• Responsible for new RFQ enquiry and advise the management the feasibilities for mass production.</li> <li>• Responsible for resolving discrepancies and technical issues related to product with customers.</li> <li>• Establish optimum process parameters and meeting specific cycle time for new product.</li> <li>• Analyze defect reported in-house and customer with quality, tooling, and production.</li> <li>• Responsible to test and qualify all new molds by applying systematic molding that includes Load Sensitivity Test, Viscosity / Shear Rate Test, Gate Freeze Test, Thermal Mapping of Mold, Short Test etc.</li> <li>• Must perform DOE on molding process parameter for process window study.</li> <li>• Attend to all daily quality and process related issues.</li> <li>• Prepare and execute process validation protocols and reports for new and existing products with tooling and quality personnel for all customers.</li> <li>• Participate in the Continuous Process Improvement program to improve productivity and reduce scrap.</li> <li>• Perform internal quality system audit.</li> <li>• Train and assess production staff on processes as well as WI as and when required.</li> <li>• Execute engineering change notice from customer / in house and update ERP system promptly.</li> <li>• Compliance with all regulatory and in-house system requirements, especially for medical and automotive customers.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44 hours per week</li> <li>• 51 Marsiling Rd.</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Quality Inspector	<ul style="list-style-type: none"> <li>• Minimum 1 - 2 years' Experience as inspector role</li> <li>• Good at measuring equipment and documentation practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform daily inspection tasks designated by the supervisor.</li> <li>• Perform in-process, out-going and out of box inspection according to Quality Plan</li> <li>• Issue Non-Conformance Material Report (NCRM) as and when a quality problem arises.</li> <li>• Maintain all quality inspection reports.</li> <li>• Lead role as inspector, train and guide new inspector.</li> <li>• Perform daily inspection tasks as designated by the supervisor.</li> <li>• Perform daily process audit according to the procedure.</li> <li>• Report any abnormality of the process to the immediate Supervisor and raise NCRM.</li> <li>• Issue Stop Shipment Order and Stop Machine Order when the processes are out of control.</li> <li>• Maintain all inspection records.</li> <li>• Maintain proper 5S housekeeping in the assigned area daily.</li> <li>• Always adhere to Good Manufacturing Practice</li> <li>• Ensure safety regulations are observed throughout working hours.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44 hours per week</li> <li>• 51 Marsiling Rd.</li> </ul>
Quality Supervisor	<ul style="list-style-type: none"> <li>• Understand simple English.</li> <li>• 3 years' experience as senior QC role.</li> <li>• Be familiar with 3D CMM, vision Smart Scope / OGP measurement equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Manage and supervise QA activities in assigned area or customer / project basis.</li> <li>• Compile &amp; monitor QA performance in terms of LAR / DPPM etc.</li> <li>• Review and liaise with QA Engineer on day-to-day quality issues.</li> <li>• Manage manpower allocation of inspectors &amp; arrange training for inspectors.</li> <li>• Manage First Article Measurement activities for mass production and evaluation.</li> <li>• Responsible for all QA activities assigned according to area or customer / project basis.</li> <li>• To publish QA performance report daily, weekly, and monthly</li> <li>• Assist QA Engineer on all quality related issues.</li> <li>• Responsible for work &amp; discipline of QA inspector / technician under his / her supervision</li> <li>• Provide quality data for analysis as and when required by superior.</li> <li>• Participate in Continual Improvement Program to enhance process and product quality.</li> <li>• Ensure proper 5S and safety being observed in his / her area.</li> <li>• Work closely with respective departments to resolve quality issues.</li> <li>• Authorize to stop production / machine when quality issue exceeded acceptable level.</li> <li>• Plan resources to support production on measurement and inspection activities.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44 hours per week</li> <li>• 51 Marsiling Rd.</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Tooling Engineer	<ul style="list-style-type: none"> <li>• Good knowledge of plastic tools &amp; die making.</li> <li>• Technical qualification in Tool &amp; Die making</li> </ul>	<ul style="list-style-type: none"> <li>• Provide technical tooling support to the T&amp;D and production line to achieve technical &amp; quality requirements.</li> <li>• Technical support to tool designing and sales in meeting customers' requirements.</li> <li>• Ensure tool readiness to support production.</li> <li>• Lead the tooling team in problem-solving, identification of problems &amp; analysis of root causes.</li> <li>• Work closely with the toolroom on machining needs for tooling modification and improvement program.</li> <li>• Train, guide, and counsel toolmakers.</li> <li>• Any other duties as may be assigned by the superior and/or management.</li> <li>• Any other ad hoc jobs assigned by toolroom Manager / Supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44 hours per week</li> <li>• 51 Marsiling Rd.</li> </ul>
Toolroom Engineer	<ul style="list-style-type: none"> <li>• Technical qualification in Tool &amp; Die making.</li> <li>• Good knowledge in plastic tool &amp; die making.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide technical tooling support to the T&amp;D and production line to achieve technical &amp; quality requirements.</li> <li>• Technical support to tool designing and sales in meeting customers' requirements.</li> <li>• Ensure tool readiness to support production.</li> <li>• Lead the tooling team in problem-solving, identification of problems &amp; analysis of root causes.</li> <li>• Work closely with the toolroom on machining needs for tooling modification and improvement program.</li> <li>• Train, guide, and counsel toolmakers.</li> <li>• Any other duties as may be assigned by the superior and/or management.</li> <li>• Any other ad hoc jobs assigned by toolroom Manager / Supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44 hours per week</li> <li>• 51 Marsiling Rd.</li> </ul>
Toolroom Planner	<ul style="list-style-type: none"> <li>• Minimum 2 years' experience in Toolroom job planning / scheduling.</li> <li>• Able to interpret 2D drawings.</li> <li>• Mold making processes with basic machining knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure smooth running of the production process, minimizing downtime, and maximizing overall productivity of a manufacturing facility.</li> <li>• Analyzing production schedules, assessing tooling requirements, and coordinating with various departments to ensure the availability of necessary resources.</li> <li>• To provide support and assistance to production teams, liaising with production supervisors, Engineers, toolmakers, and machinists to understand their tooling needs and prioritizing toolroom activities accordingly.</li> <li>• Optimize machine usage with WIP loading plan.</li> <li>• Plan job flow, hours estimation and schedule process timeline of work order.</li> <li>• Arrange outsource process requisition as per team's decision to assist resolve bottleneck issues.</li> <li>• Monitor job progress &amp; feedback timely to person-in-charge.</li> <li>• Calculate internal cost estimates to justify sub-out.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44 hours per week</li> <li>• 51 Marsiling Rd.</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> <li>• Plan and ensure raw material, mold base and standard component requisitions are as per schedule.</li> <li>• Purchase toolroom accessories and negotiate prices and prepare Purchase Requisitions.</li> <li>• Monitor quality and feedback timely to person-in-charge.</li> <li>• Involved in Continuous Improvement Program.</li> <li>• Update tooling status on daily basis.</li> <li>• Outsource if internal capacity is deemed overloaded.</li> <li>• Re-prioritize job schedule according to Manager / superior's request as per customer's requirement.</li> <li>• Reject raw materials, mold bases, insert fabrication and standard components that do not meet requirements.</li> </ul>	

## 5. Carrier

At Carrier, we lead the way in the development of innovative solutions for both commercial and light commercial applications. Through Carrier's expertise, people throughout Asia enjoy comfortable environments in locations ranging from commercial areas to cultural and educational organizations, from luxurious hotels to airports and subways, from factories having wide areas to cloud-kissing office buildings, from exotic amusement parks to display centers with a history of several centuries, and from apartments and villas to chain supermarkets.

### Carrier Singapore

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Associate Director, EH&S Asia Services	<ul style="list-style-type: none"> <li>• Bachelor's degree in engineering, Advanced EHS related degree or MBA preferred.</li> <li>• 3+ years of experience leading teams across multiple countries</li> <li>• 10+ years progressive EHS work experience gained working with organizations in construction or field services-based operations.</li> <li>• Be willing to travel 50% of the time.</li> <li>• Regulatory knowledge including safety, environmental and other regulatory standards applicable to building services industries and construction.</li> <li>• Demonstrated ability to organize, motivate, and lead teams, drive change and interact cross functionally.</li> <li>• Proven ability to work in a matrix environment, influence and motivate diverse teams to achieve a unified goal.</li> <li>• Proficient in multiple software applications including MS Word, Excel, PowerPoint, and other industry related software (SDS, Injury Management, etc.).</li> <li>• Strong written, verbal, and interpersonal communication skills including ability to listen attentively and to communicate information clearly and effectively.</li> </ul>	<ul style="list-style-type: none"> <li>• Manages a dispersed team of country and regional EHS Managers across Asia.</li> <li>• Advocates the importance of EHS in the organization and actively supports the organization's efforts to meet or exceed EHS goals and plans.</li> <li>• Collaborates with service operations to integrate EHS performance into branch operations.</li> <li>• Leads continuous improvement in EHS while ensuring comprehensive operational compliance.</li> <li>• Leads the EHS program to achieve and maintain compliance with current and future legal, regulatory, and corporate requirements.</li> <li>• Participates in management review meetings to present EHS performance, discuss upcoming EHS actions to improve functional performance, and proactively identify and address EHS issues which may affect operations or may provide strategic advantage to the business.</li> <li>• Collaborates with other EHS professionals to establish or adopt best practices relevant to the industry.</li> <li>• Drives all EHS regulatory reporting requirements.</li> <li>• Serves as subject matter expert on communications with external authorities and other key stakeholders on EHS matters relating to HVAC Asia EHS business activities.</li> <li>• Develops and implements EHS plans for Asia that are aligned with the strategic direction.</li> <li>• Develops strategies and provides guidance to management on the prevention of workplace incidents and illnesses.</li> <li>• Oversees EHS investigations into workplace incidents to uncover root causes, identify immediate and preventative actions and capture "lessons learned".</li> <li>• Actively promote embedding EHS in "what we do" and that EHS is a shared</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5pm</li> <li>• 1 Venture Avenue</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<p>responsibility rooted in the right EHS culture.</p> <ul style="list-style-type: none"> <li>• Builds key external stakeholder relationships including industry associations, authorities, and regulatory bodies on regional EHS matters.</li> <li>• Manages prequalification, deployment, and safety performance of subcontractors.</li> <li>• Conducts EHS inspections, audits and risk assessments at customer sites, company premises (workshops, warehouses, offices) to ensure compliance with local regulatory requirements and company EHS Operating System.</li> <li>• Ensure correct and timely reporting of EHS data in company (Enablon) EHS reporting system.</li> <li>• Ensure business continuity by proactively identifying and managing EH&amp;S aspects, impacts, hazards, and risk.</li> <li>• Ensure the mitigation of EH&amp;S aspects, impacts, hazards, and risk in all business decisions through management of change.</li> <li>• Guide entities in implementation of ISO14001 and ISO 45001 management systems and certification.</li> </ul>	
Buyer	<ul style="list-style-type: none"> <li>• Minimum Diploma in supply chain, business or equivalent.</li> <li>• Minimum 3 to 5 years working experience in procurement role or in a similar position.</li> <li>• Strong communication and negotiation skill</li> <li>• Good analytical and organizations skill.</li> <li>• Familiarity with SAP &amp; Ariba platform is advantageous.</li> <li>• Proficiency in Microsoft Excel.</li> <li>• Self-motivated with ability to work independently and as a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Carries out Procurement processes, standards, and operational plans in accordance with the company's purchasing policies and procedure, including RFPs, negotiation preparations, PO issue, payment terms and cost analysis.</li> <li>• Work closely with requestors and vendors on supply and demand materials planning and SIOp to optimize the utilization of business resources and meet customer expectations for delivery.</li> <li>• Liaise with requestors and vendors to identify opportunities to optimize cost savings.</li> <li>• Review vendors' contract terms and prepare service agreements to ensure terms are in the best interest of the organization.</li> <li>• Follow up with suppliers to expedite and ensure that the Supplier On time Delivery Performance are met.</li> <li>• Escalate issues timely to address supply issues.</li> <li>• Contacts suppliers to schedule or expedite deliveries to ensure resolution of problems such as shortages and missed or late deliveries.</li> <li>• Responds to inquiries about order status, changes, or cancellations to ensure customer satisfaction.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5pm</li> <li>• 1 Venture Avenue</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> <li>• Managing inventories and maintaining accurate purchase and pricing records.</li> <li>• Support process improvement to enhance and standardize purchasing and inventory management processes.</li> <li>• Monitors &amp; evaluate suppliers' performance and applies sustainable countermeasures and actions to facilitate improvement.</li> <li>• Assists in generating reports for management.</li> <li>• Resolve suppliers' service, deliveries, or billing discrepancies.</li> </ul>	
<p>Engineering Assistant</p>	<ul style="list-style-type: none"> <li>• Minimum O Levels.</li> <li>• Candidates with tertiary educational certificates are welcome to apply.</li> <li>• Prior working experience in HVAC or Mechanical Engineering related fields are preferred.</li> <li>• Experience in Scheduling and Planning are advantageous.</li> </ul>	<ul style="list-style-type: none"> <li>• Works under immediate supervision to perform on-site field service directly to customers regarding installing, updating, operating, maintaining, repairing, and removing of equipment to meet customer requirements.</li> <li>• Uses detailed company guidelines to assist with installation, testing, servicing, and repairing of basic equipment to conform with company operating specifications and customer requirements.</li> <li>• Uses detailed company guidelines to perform basic on-site preventative maintenance, routine repair, and calibration after installation.</li> <li>• Assists with inspecting equipment on a regular basis.</li> <li>• Assists with maintenance of equipment logs that record performance problems, repairs, calibrations, or tests and submits weekly reports summarizing these activities.</li> <li>• Scheduling of technician work schedule, for dispatching of work order through salesforce &amp; service max platform.</li> <li>• Arranging logistics required for field service including ordering of part, issuing of parts to field staff / subcontractors, arranging delivery of required equipment or part.</li> <li>• Arrange and raising Purchase Order for subcontractors for delivery and service.</li> <li>• Coordination with customer on service delivery date including all required documentation for work (Permit to work, Risk Assessments etc.).</li> <li>• Review entries of technician's hours and time sheets.</li> <li>• Create the work order for new jobsite.</li> <li>• Ensure customer service report (CSR) / service chits uploaded fir monthly invoicing.</li> <li>• Manage other administrative tasks as required such as filed staff's leave, tools</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5pm</li> <li>• 1 Venture Avenue</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		request, safety related request in SAP system. • Support field staff with any required assistance. • Backup of Engineer during their absence. • Support field service team for arrangement after office hours in the event of critical.	
Materials Planning Manager SIOF	<ul style="list-style-type: none"> <li>• Good Knowledge of SAP is a must.</li> <li>• Well-versed in Microsoft Office with good working knowledge in MS Excel.</li> <li>• At least 10 years of relevant working experience in customer services, warehousing, supply chain etc., related industries preferred.</li> <li>• Possess good analytical, problem solving, interpersonal, communication &amp; negotiation skills.</li> <li>• Able to work independently and handle assignments in a fast-paced and dynamic environment.</li> <li>• Proven record in successfully leading and improving business processes in an international matrix environment.</li> <li>• Has broad knowledge and skills within a specific technical or professional discipline with understanding of the impact of work on other areas of the organization.</li> <li>• University Degree or equivalent experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Manages team of intermediate or experienced professionals and sets short-term operational plans for team.</li> <li>• Assist General Manager / Sales for inventory, backlog &amp; orders / sales forecasting management.</li> <li>• Work with customer service associated with customer complaints / requirement, resolving critical issues or problems by coming up with recommendations of possible solutions.</li> <li>• Leads in the establishment of plans and maintaining data for purchased parts, subassemblies, end items and other parts as required.</li> <li>• Spearheads the development of the capacity management process, including identification of capacity gaps to ensure successful execution of customer demands in support of SIOF.</li> <li>• Leads in the establishment of continuous management for the master demand schedule, including adherence to required validations using the best information available.</li> <li>• Responsible for the transportation and delivery of inter / intra-plant parts and outbound finished products.</li> <li>• Oversees tracking of inter / intra-plant work in process (WIP), promise dating, and expedite orders to ensure on-time delivery and flow.</li> <li>• Warehousing management, monitor tracking and shipping process.</li> <li>• Leads in the development of plans to minimize risks for shortages and ensures successful customer delivery.</li> <li>• Any other duties assigned in other work areas.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5pm</li> <li>• 1 Venture Avenue</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Project Engineer	<ul style="list-style-type: none"> <li>• Minimum Diploma holder in Engineering</li> <li>• Minimum 2 years of relevant experience in project management.</li> <li>• Preferably possesses certification such as Project Management certifications and Work at Height certifications.</li> <li>• Experience in Office Skills (Excel) is desired to have.</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews project expenditures to ensure the accuracy of all invoices / applications for payment in accordance with purchase order and subcontract terms and conditions.</li> <li>• Also ensures that they are processed (approved / authorized) in a timely manner.</li> <li>• Updates project schedules and prepares project management correspondences and documents effectively on all aspects of the implementation phases, including customer meeting minutes, team assignments / action item tracking, letters, memorandums, transmittals and RFIs.</li> <li>• Acts as the primary contact with customers, develops a professional relationship, and understands the customer needs to meet those within the bounds of contracted scope.</li> <li>• Understands and communicates job schedule to all project team members to ensure timely completion of project.</li> <li>• Adjusts orders for any changes to the scope for moderate projects.</li> <li>• Manage Project and Controls</li> <li>• Attend to Meetings with customers, consultants, contractors, etc.</li> <li>• Paper documentation submission, approval, job site status,</li> <li>• Manage subcontractors.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5pm</li> <li>• 1 Venture Avenue</li> </ul>
Senior Sales Engineer	<ul style="list-style-type: none"> <li>• Diploma / Degree in Mechanical / Electrical / Electronic Engineering or similar working experience.</li> <li>• 3+ years of commercial HVAC inside or outside sales experience.</li> <li>• 1+ years of experience with Microsoft Office.</li> <li>• Valid driver's license.</li> <li>• Rental Industry experience</li> <li>• SAP / CRM Software experience</li> <li>• Self-motivated to achieve annual goals and objectives.</li> <li>• Strong interpersonal skills</li> <li>• Demonstrated ability to influence customer's key decision-makers.</li> <li>• Willingness to travel regularly throughout the assigned territory.</li> </ul>	<ul style="list-style-type: none"> <li>• Identifies prospects and establishes a professional relationship to understand the customer needs and suggest products and/or services that meet the customer's needs.</li> <li>• Participates in business development activities for prospects within defined customer segment to support the business strategy.</li> <li>• Identifies bid opportunities, prepares bid responses, and negotiates with potential customers.</li> <li>• Develops new customer contact leads for the sales business development team.</li> <li>• Supports the management team representative on prospective target accounts or territories.</li> <li>• Develops personal long-term customer relationships with prospective accounts to influence opportunities.</li> <li>• Attends trade shows at times to increase the visibility of the organization and potentially influence prospects.</li> <li>• Manage and grow the assigned territory and accounts through the sales of</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5pm</li> <li>• 1 Venture Avenue</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"> <li>• Excellent writing, communication &amp; presentation skills.</li> </ul>	<p>temporary HVAC, Pumps and Power equipment.</p> <ul style="list-style-type: none"> <li>• Achieve annual sales targets and promote the growth of rental services while maintaining focus on cash flow management.</li> <li>• Consult with customers for requirements of emergency and planned rental projects.</li> <li>• Develop account management skills and provide customers with superior value and service.</li> </ul>	
<p>Service Technician</p>	<ul style="list-style-type: none"> <li>• Nitec, Diploma or Equivalent in Mechanical / Electrical / Electronic Engineering with 3 Years of Commercial HVAC experience.</li> <li>• HVAC technical certification or HVAC equivalent</li> <li>• Proficiency in servicing, troubleshooting, repair and cleaning HVAC equipment and related products.</li> <li>• Refrigerant Handling license, SIC for Construction, Shipyard, Process Plant or training or experience in EHS &amp; Risk Assessment is an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain, service, testing, commissioning, troubleshooting, repair, and clean Carrier owned HVAC equipment and related products in the workshop and various sites Singapore.</li> <li>• This includes air-cooled and water-cooled systems from 10 RT to 600 RT; various sizes of air conditioners, pumps, air handlers, spot coolers.</li> <li>• Ensure all PPE is worn appropriately as work is performed in a variety of environmental conditions with exposure to outdoor temperature variations, noise, vibrations, gas or fumes, grease, cleaning solvents, degreasing agents, machinery and its moving parts, odors, and dust particles.</li> <li>• Maintain accurate records for orders and inventory counts.</li> <li>• Use power tools, hand tools, and other mechanical equipment.</li> <li>• Communicate in a professional manner with co-employees, subcontractors, and customers.</li> <li>• Perform other duties as needed, including general maintenance, cleaning, lifting, organizing, and general inventory counts.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5pm</li> <li>• 1 Venture Avenue</li> </ul>

## Carrier Transicold

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Maintenance Technician	<ul style="list-style-type: none"> <li>• Minimum Nitec with Trade certificate, preferably in Electrical / Mechanical Technology</li> <li>• Preferably 2 years' working experience in a related environment.</li> <li>• Experienced in production plant environment and facilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintaining of all production equipment and plant facilities</li> <li>• To maintain a preventive maintenance program for all production equipment and plant facilities</li> <li>• To fabricate jigs and fixtures to augment the manufacturing processes.</li> <li>• To follow up with requests, from all other department within the organization, for minor repairs</li> <li>• Logging and tracking of maintenance work order, TPM downtime, compressor operation hours, hot work permit, equipment checklists, etc.</li> <li>• Daily start-up of production and facilities machines</li> <li>• Upkeep of Facilities services (E.g. Aircon, sprinkler protection system, plumbing, Power &amp; lighting, etc.)</li> <li>• Perform scheduled Preventive Maintenance and TPM</li> <li>• Conduct weekly Single Point Training to production operator.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5pm</li> <li>• 1 Venture Avenue</li> </ul>

## 6. Chong Fong Engineering

Chong Fong Engineering is an OEM manufacturer that specializes in highly complex tooling for the aerospace MRO industry as well as process skids and equipment for oil and gas/offshore industry.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
CNC Machinist	<ul style="list-style-type: none"> <li>• Diploma or Technical Vocation Certification or N / O level or any technical qualification in Precision Machining Diploma or related field.</li> <li>• Minimum 4 - 5 years of CNC Machine working experience in precision engineering manufacturing environment.</li> <li>• Basic knowledge of CNC milling programming.</li> <li>• Under standard mechanical drawing, assembly, and part level.</li> <li>• Familiar with CAM software like Mastercam &amp; UG is an advantage.</li> <li>• Ability to multi-task.</li> <li>• Strong team player and able to work independently.</li> </ul>	<ul style="list-style-type: none"> <li>• Setup and operate milling machine.</li> <li>• Conduct in process measurement and ensure product's quality.</li> <li>• Perform daily machine maintenance.</li> <li>• Troubleshoot machine breakdown and program error.</li> <li>• Ensure cleanliness, monitor process &amp; machines discrepancy.</li> <li>• Carry out continuous improvement program.</li> <li>• Prepare CNC Program for Milling machine using Mastercam software.</li> <li>• Monitor and improve production cycle time and cost.</li> <li>• Design simple Tools and Fixtures to support the production process.</li> <li>• Provide technical support to the production department.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8.30am-6pm</li> <li>• 3 Tuas Ave 10</li> </ul>
Manufacturing Engineer	<ul style="list-style-type: none"> <li>• Familiar and able to interpret mechanical drawings &amp; understand requirements.</li> <li>• Able to communicate with production, suppliers &amp; customers.</li> <li>• Diploma / Degree in Mechanical Engineering or equivalent qualification.</li> <li>• Have a few years of working experience in precision engineering field.</li> <li>• Familiarity with the machining process (milling, turning, EDM or wire cut operation) would be an added advantage.</li> <li>• Familiar with metal fabrication processes like welding, Sheetmetal work, surface treatment etc.</li> <li>• Mechanical software (AUTOCAD, SolidWorks, MasterCAM or UG)</li> <li>• Proficient with Excel.</li> <li>• Good working attitude disciplined and systematic.</li> <li>• Candidates with no experience may apply for junior position.</li> </ul>	<ul style="list-style-type: none"> <li>• To interpret Mechanical Drawings, prepare Bill of Material (B.O.M) for fabrication work and preparation &amp; selection of OEM items.</li> <li>• To generate Process Management Plan (or Production Route Card / Job Traveler).</li> <li>• To troubleshoot and problem solving of manufacturing process.</li> <li>• To liaise with the operation team in technical challenge and manufacture process.</li> <li>• To provide alternative solutions to production on any process problem arises.</li> <li>• To liaise with customer on any kind of technical issue.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8.30am-6pm</li> <li>• 3 Tuas Ave 10</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Quality Control Inspector	<ul style="list-style-type: none"> <li>• "GCE 'O' / 'A' Level with minimum 3 years working experience or</li> <li>• Diploma in Mechanical / Manufacturing / Quality Management with minimum 2 years working experience.</li> <li>• Good interpersonal skills and ability to communicate at all levels.</li> <li>• Good understanding of technical drawing.</li> <li>• Familiar with all inspection methods and techniques.</li> <li>• Basic understanding of General Dimension &amp; Tolerance control.</li> <li>• Proficient in the use of various types of inspection equipment and visual inspection aids."</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct inspection of incoming, in-process and final inspection on machined parts, weldments, and assemblies as per technical drawings, customer's specifications, and requirements using various types of inspection equipment set up.</li> <li>• Perform dimension check on parts, components and tools using micrometers, calipers, comparators, indicator, CMM &amp; CREAFOAM.</li> <li>• Perform visual, mechanical, and functional checks on components.</li> <li>• Report non-compliance parts to QA Engineer.</li> <li>• Performs visual and dimensional inspection of incoming and outgoing components / parts.</li> <li>• Understand current specifications involving inspection tolerances, limitations, and procedures.</li> <li>• Responsible for conducting inspection in accordance with approved technical data.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8.30am-6pm</li> <li>• 3 Tuas Ave 10</li> </ul>

## 7. Evo Precision Engineering

Design, fabrication and supply of highly precision molds, well experience in produce of micro connector products and electronics housing components for Artificial intelligence, Enterprise Server, High Speed telecommunications and medical industries. Advanced Design and Precision manufacturing facility, highly specialized technical team and advanced communication systems provide ideal conditions for an efficient and reliable development of our customer projects, from concept to finish, meeting highest standards of productivity and delivery. Specialized in Precision Mold making and Provision of precision plastic injection molded products in connector industry.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Accounts Executive	<ul style="list-style-type: none"> <li>• Good at communication.</li> <li>• Strong analytical skills and proficiency in planning and Excel software tools.</li> <li>• Demonstrated sense of urgency and proactive approach to meeting deadlines and solving problems.</li> </ul>	<ul style="list-style-type: none"> <li>• Full set of accounts for both Singapore and Malaysia Branch.</li> <li>• Handle Inter-company billing and reconciliation.</li> <li>• Liaise with Auditors.</li> <li>• Assist in Inventory accuracy.</li> <li>• Assist in checking Payroll and Leaves Maintenance.</li> <li>• Admin Duties.</li> <li>• Reporting to the Accountant.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8-hours per day</li> <li>• 7 Gambas Crescent</li> </ul>
CNC Programmer cum Technician	<ul style="list-style-type: none"> <li>• Experience in Precision Engineering / Tool Making</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare and operate CNC machines to perform tasks such as drilling, grinding, milling etc.</li> <li>• Understanding the specifications of the task at hand and the desired result through reading blueprints, mechanical drawings etc.</li> <li>• Differentiate and assign different machining processes in conjunction with the job's requirements, to achieve the shortest processing time and/or most economical processing method.</li> <li>• Work with other departments to determine the processing method, distribution, and planning of workflow.</li> <li>• Generate CAD / CAM programs for the required jobs, electrodes, etc.</li> <li>• Prepare and load raw materials and/or parts onto the machines.</li> <li>• Selecting the best tools and techniques for each specify job / task / material.</li> <li>• Prepare and perform dry(test) run to check if the machine / result is according to specifications.</li> <li>• Operate CNC machines and monitor their machining process and make all / any necessary adjustments to produce a better result.</li> <li>• Inspect and measure all completed jobs / parts to determine if the process and/or selection has been completed correctly.</li> <li>• Complete all tasks / jobs / assignments given within the required timeframe.</li> <li>• Check, maintain, and upkeep the machineries with maintenance records to ensure functionality and accuracy.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8-hours per day</li> <li>• 7 Gambas Crescent</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Design Draftsman	<ul style="list-style-type: none"> <li>• NTC / NITEC Related technical skills certification or Experience in Precision Engineering / Tool Making</li> </ul>	<ul style="list-style-type: none"> <li>• Design precision plastic injection mold. Prepare the DFM (design for manufacturing).</li> <li>• Improve / correct the existing mold.</li> <li>• Expedite quality design within reasonable lead time.</li> <li>• Candidate Proficiency in pro-E or UG and AutoCAD is preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8-hours per day</li> <li>• 7 Gambas Crescent</li> </ul>
EDM Machinist	<ul style="list-style-type: none"> <li>• Experience in Precision Engineering / Tool Making</li> </ul>	<ul style="list-style-type: none"> <li>• Able to operate CNC EDM machine.</li> <li>• Knowledge of EDM spark.</li> <li>• Understanding of drawing.</li> <li>• Must know how to use quality checking equipment like Micrometer, Vernier caliper, toolmaker scope, profile projector, digital dial indicator.</li> <li>• Able to control the tolerance in +/- 0.005mm.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8-hours per day</li> <li>• 7 Gambas Crescent</li> </ul>
FA Technician	<ul style="list-style-type: none"> <li>• 2 to 3 years working experience in FA / QA environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for performing First Article Inspection and assist to tabulate measured data into First Article Inspection Report (FAIR).</li> <li>• Conduct First Article Inspection on parts produced from new tooling, transfer tooling, modified tooling, and repaired tooling.</li> <li>• Perform other inspections (Incoming, In-process, Outgoing when necessary and feedback of problems, non-conforming specification relating to the product to immediate Superior.</li> <li>• Able to create measuring program for CMM, Smart Scope, read 2D print and with knowledge of GD&amp;T, SPC, IATF 16949 requirement.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8-hours per day</li> <li>• 7 Gambas Crescent</li> </ul>
Grinding Technician	<ul style="list-style-type: none"> <li>• Experience in Precision Engineering / Tool Making</li> </ul>	<ul style="list-style-type: none"> <li>• Able to use measuring instruments (example: vernier caliper, micrometer, profile projector etc.)</li> <li>• Require grinding precision to 0.005mm.</li> <li>• Quality check on pre-form and finished products.</li> <li>• Able to understand drawing process requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8-hours per day</li> <li>• 7 Gambas Crescent</li> </ul>
HR Executive	<ul style="list-style-type: none"> <li>• Good at communication.</li> <li>• Strong analytical skills and proficiency in planning and Excel software tools.</li> <li>• Demonstrate sense of urgency and proactive approach to meeting deadlines and solving problems.</li> </ul>	<ul style="list-style-type: none"> <li>• Partner with Malaysia branch to deliver Human Resource services.</li> <li>• Monitor and track employee attendance and timekeeping records.</li> <li>• Address inquiries related to time and attendance systems and assist in resolving discrepancies.</li> <li>• Responsible for the full cycle of company's recruitment process such as hiring, employment contracts and orientation.</li> <li>• Review and craft job descriptions (JD) and create a JD library.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8-hours per day</li> <li>• 7 Gambas Crescent</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> <li>• Screen resumes received and conducted preliminary interviews before shortlisting potential candidates for interview with respective hiring managers.</li> <li>• Conduct salary benchmarking and prepare salary proposals for selected candidates.</li> <li>• Ensure proposed salaries are aligned with internal benchmark.</li> <li>• Responsible and administer foreign employment contracts, work pass applications, renewals, and cancellations.</li> <li>• Responsible for administrative, on-boarding / off-boarding activities and logistics support for new hires (Laptop issuance etc.).</li> <li>• Ensure compliance with HR policies and procedures.</li> <li>• Assist in preparing reports related to HR metrics and compliance.</li> </ul>	
Injection Molding Technician	<ul style="list-style-type: none"> <li>• Experience in Precision Engineering / Tool Making</li> </ul>	<ul style="list-style-type: none"> <li>• To setup and trouble shoot on plastic injection molding.</li> <li>• Must have technical background in plastic molding manufacturing environment.</li> <li>• Maintain and improve targeted quality, yield, and cycle time of all injection-molding machines.</li> <li>• Ability to test new molds.</li> <li>• Good recording and adjust parameter.</li> <li>• Record data on proper forms or books to communicate.</li> <li>• Ensure the smooth running of production in the absence of the Production Supervisor.</li> <li>• Control and maintain tools, equipment, and machinery in the production room.</li> <li>• Familiarization with NISSEI, SODICK, SUMITOMO &amp; FANUC injection molding machines.</li> <li>• Able to handle plastic material such as LCP, PPS, ABS, Nylon etc.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8-hours per day</li> <li>• 7 Gambas Crescent</li> </ul>
Mold Assembly Engineer	<ul style="list-style-type: none"> <li>• Experience in Precision Engineering / Tool Making</li> </ul>	<ul style="list-style-type: none"> <li>• Assembly, fitting, basic tool room machining, mold development, implementing process improvements for tool manufacturing and liaise with machining technician for process planning and scheduling of project.</li> <li>• Discuss tooling drawing with Designer to ensure tooling design is meeting customer product requirement.</li> <li>• Assemble, fitting and troubleshooting of tooling related issue.</li> <li>• Fabricate tooling components and inserts according to tooling drawing.</li> <li>• Liaise with Production Engineer for execution / planning on mold testing.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8-hours per day</li> <li>• 7 Gambas Crescent</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> <li>• Ensure tool manufacturing and trial meeting planned schedule.</li> <li>• Initiate corrective action if the first article or parts do not meet specification.</li> <li>• Use various measuring devices including micrometers, calipers, optical measuring machine, gauges, and all inspection equipment.</li> <li>• Ensure the tool room facilities and equipment are properly maintained and used.</li> <li>• Ensure tool room health and safety precautions are always taken care.</li> <li>• Participate in Continuous Improvement Project.</li> <li>• Any other ad-hoc jobs assigned by Manager / Supervisor.</li> </ul>	
Plastic Mold Designer	<ul style="list-style-type: none"> <li>• Proficiency in AutoCAD and Unigraphics or Pro-E</li> <li>• Knowledge of Geometrical tolerances.</li> <li>• 5 years' experience in Precision Plastics.</li> </ul>	<ul style="list-style-type: none"> <li>• Design new tool (for progressive, cingulated &amp; prototype tool).</li> <li>• Responsible for in-house mold design, debugging, modify &amp; improve for the production tool.</li> <li>• Expedite quality design within reasonable lead time.</li> <li>• Proficiency in AutoCAD and Unigraphics or Pro-E.</li> <li>• Knowledge of Geometrical tolerances.</li> <li>• 5 years' experience in Precision Plastic Engineering.</li> <li>• Candidates without a Diploma but having vast experience in Precision Plastic Mold Design will be considered.</li> <li>• Meticulous and attentive to details.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8-hours per day</li> <li>• 7 Gambas Crescent</li> </ul>
Production Planner	<ul style="list-style-type: none"> <li>• Good at communication.</li> <li>• Strong analytical skills and proficiency in planning and Excel software tools.</li> <li>• Demonstrated sense of urgency and proactive approach to meeting deadlines and solving problems.</li> </ul>	<ul style="list-style-type: none"> <li>• In charge of overall Production Planning, Coordination, Scheduling, and Dispatching for the manufacturing of Molds, SFG, and FG.</li> <li>• Analyze production specifications, plant capacity data, and perform calculations to determine manufacturing processes, tools, and manpower requirements.</li> <li>• Work closely with cross-departmental teams to enhance productivity and yield, involved in projects that span across departments.</li> <li>• Gather and collate customer demand forecasts, challenging inputs when necessary and understanding market intelligence and drivers impacting forecast and demand.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8-hours per day</li> <li>• 7 Gambas Crescent</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Project Engineer	<ul style="list-style-type: none"> <li>• Preferably Junior Executives specializing in Engineering – Mechanical / Automotive / Connectors / Precision Engineering or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Plan and follow up the fabrication of molds from a mere design concept to production capabilities.</li> <li>• Activation and launching of tools upon reception of CAD file.</li> <li>• Liaised tooling quotations and communicated with Customers both locally and overseas.</li> <li>• Coordinated internally and externally to ensure capability for mass production to meet delivery schedules.</li> <li>• Lead the entire process flow thoroughly from linking up with vendors to the assembling of mold up till the trial process.</li> <li>• Attend various mold trials that include Customers and Molding Engineers.</li> <li>• Responsible for further deviations which require rectification on the tooling and to also follow up with the samples to Customer for qualification.</li> <li>• “Window” for Customers, responsible for spear heading discussions with internal departments and scheduling project works.</li> <li>• Derived with modification cost and followed up with delivering the tooling on time.</li> <li>• Implemented Engineering Changes both in design and structure of project.</li> <li>• Constantly monitoring and ensuring that projects were running in line with the schedule.</li> <li>• Actively participated in improving methods and ways to shorten production lead time on top of maximizing output.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8-hours per day</li> <li>• 7 Gambas Crescent</li> </ul>
QA Engineer	<ul style="list-style-type: none"> <li>• Preferably Junior Executives specializing in Engineering - Mechanical / Automotive / Connectors / Precision Engineering or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist and work closely with other departments in resolving daily quality issues, on the production lines as well as customers' feedback.</li> <li>• Provide technical advice, quality interpretation and work direction to Quality Inspectors.</li> <li>• Work closely with suppliers / vendors and ensure all deliveries by them are properly inspected by Incoming Quality.</li> <li>• Coordinate, manage and maintain ISO9001 and TS16949 Quality Management System.</li> <li>• Plan, manage and implement quality control and assurance activities to meet the customer as well as Company's quality goals and objectives.</li> <li>• Use and Knowledge in Toolmaker scope, Smart scope, Reflow Machine, and force tested etc.</li> <li>• Analyze quality data received and report accordingly to Management.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8-hours per day</li> <li>• 7 Gambas Crescent</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
QA Manager	<ul style="list-style-type: none"> <li>• Good at communication.</li> <li>• Strong analytical skills and proficiency in planning and Excel software tools.</li> <li>• Demonstrated sense of urgency and proactive approach to meeting deadlines and solving problems.</li> </ul>	<ul style="list-style-type: none"> <li>• Overall planning for quality department.</li> <li>• Ensuring that the Quality System of the company is documented and implemented effectively to meet the ISO 9001 QMS and arrange internal and External audit.</li> <li>• Controls all the documents throughout the company.</li> <li>• Responsible for initiating and closure of Non-Conformance Report and Corrective and Preventive Action Reports.</li> <li>• Making sure each equipment is calibrated on due time.</li> <li>• Liaise with customer on all customer complaints and feedback.</li> <li>• Able to Handle OR knowledge about various type of measuring instruments like Smart scope &amp; CMM.</li> <li>• Support inspection if necessary.</li> <li>• Able to read technical drawings and deep knowledge in precision engineering.</li> <li>• Liaise with vendors on all quality requirements.</li> <li>• Able to use software applications like MS Excel, Word, PowerPoint, and AutoCAD.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8-hours per day</li> <li>• 7 Gambas Crescent</li> </ul>
QC Inspector	<ul style="list-style-type: none"> <li>• NTC / NITEC Related technical skills certification or Experience in Precision Engineering / Tool Making</li> </ul>	<ul style="list-style-type: none"> <li>• Able to interpret Blueprint with Geometric Dimensions &amp; Tolerances Knowledge.</li> <li>• To carry Incoming, In-Process and Outgoing Inspection activities to ensure the quality of inserts meet specification as per stated in drawings.</li> <li>• Able to use independently Toolmaker Scope and various measuring instruments like Profile Projector, Harness Tester, Roundness Tester, Height gauge, Micrometer, Vernier caliper, dial gauge.</li> <li>• Able to interpret technical / mechanical drawings.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8-hours per day</li> <li>• 7 Gambas Crescent</li> </ul>
Sales Executive	<ul style="list-style-type: none"> <li>• Good at communication. Strong analytical skills and proficiency in planning and Excel software tools.</li> <li>• Demonstrated sense of urgency and proactive approach to meeting deadlines and solving problems.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate with customers and provide sales support to the sales team.</li> <li>• Establishing a new business.</li> <li>• Prepare and Submit Quotations to Customers and handle the processing of the sales orders.</li> <li>• Assist the sales team in the processing of new customers, updating customer records on the company database.</li> <li>• Collect data to create informative sales presentations.</li> <li>• Organize sales presentations and ensure that all sales presentation materials are prepared prior to deadlines.</li> <li>• Assist the sales team in sales collection. Inform clients of unforeseen delays or problems.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8-hours per day</li> <li>• 7 Gambas Crescent</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> <li>Any ad-hoc duties assigned (in relation to sales).</li> </ul>	
Tooling Engineer	<ul style="list-style-type: none"> <li>Good leadership, communication, problem-solving, and organizational skills, as well as the ability to work under pressure and meet deadlines.</li> <li>Have Tooling machine / process with hands on experience.</li> <li>Understand and familiar with EDM / Wire-Cut / Grinding / Milling machining process.</li> <li>Understand metal parts process and characteristic.</li> <li>AutoCAD and CAM software knowledge (Pro-E / UG is a plus).</li> <li>Team player and good in communication skills and problem solving.</li> </ul>	<ul style="list-style-type: none"> <li>Works under general supervision of the Tooling Dept Manager to ensure the tools (molds) used for composite fabrication are made within budget, meet all specifications, and completed on time.</li> <li>Coordinates with other departments, such as engineering, production, quality control, and purchasing, to optimize the tooling performance and efficiency.</li> <li>This role will assist with data analysis, reports &amp; problem solving.</li> <li>Process / Output &amp; Efficiency / Costing judgement and recording.</li> <li>To co-ordinate with internal / vendors / suppliers in terms of on time delivery and quality work.</li> <li>To review the tool design / process to ensure vendors have the capability and capacity to meet the requirements.</li> <li>To advise and recommend actions / process on tool fabrication and repair.</li> <li>To support tools and machines maintenance, up keeping of asset list.</li> <li>Review tool designers' recommendation of tool size, cavity quantity, cycle time estimates and tool cost estimates.</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>8-hours per day</li> <li>7 Gambas Crescent</li> </ul>
Wire cut Machinist	<ul style="list-style-type: none"> <li>Experience in Precision Engineering / Tool Making</li> </ul>	<ul style="list-style-type: none"> <li>Able to operate CNC Wire cut machine.</li> <li>Understanding of drawing.</li> <li>Must know how to use quality checking equipment like Micrometer, Vernier caliper, toolmaker scope, profile projector, digital dial indicator.</li> <li>Able to control the tolerance in +- 0.005mm.</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>8-hours per day</li> <li>7 Gambas Crescent</li> </ul>

## 8. Fong Lee Metal

Fong Lee is a leading precision engineering company based in Singapore. We are dedicated to creating tomorrow's solutions through lasting and purposeful partnerships.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Assistant QA Engineer	<ul style="list-style-type: none"> <li>Diploma certificate in Quality or Engineering with 2 years experiences in Quality Assurance.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for the review of certification, analysis quality problems and failure.</li> <li>Perform internal system and process audit.</li> <li>Evaluate and analysis vendor quality and delivery performance.</li> <li>Review and prepare quality documentation to contract or code requirements for submission to customer.</li> <li>Prepare training notes.</li> <li>Assists the QA Manager in implementation of the Quality Assurance program.</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>8.30am - 6pm</li> <li>127 Pioneer Rd</li> </ul>
CNC Programmer	<ul style="list-style-type: none"> <li>Diploma or Nitec or equivalent in Mechanical / Manufacturing with 5 years CNC Milling experiences and 3 years in 4 to 5 axis programming.</li> </ul>	<ul style="list-style-type: none"> <li>Prepare CNC programs for CNC Milling machines</li> </ul>	<ul style="list-style-type: none"> <li>5.5-day work week</li> <li>8.30am - 5.10pm (Monday - Friday) / 8.30am - 12.30pm (Saturday)</li> <li>127 Pioneer Rd</li> </ul>
Manufacturing Engineer	<ul style="list-style-type: none"> <li>Diploma in Mechanical / Manufacturing engineering with minimum 5 years relevant engineering experience in manufacturing.</li> </ul>	<ul style="list-style-type: none"> <li>To drive manufacturing process improvements and efficiency, while ensuring quality, cost and safety requirements are met</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>8.30am - 6pm</li> <li>127 Pioneer Rd</li> </ul>
Production Planner	<ul style="list-style-type: none"> <li>Diploma in Mechanical engineering or related discipline with minimum 1 year experience in the manufacturing industry</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate with all concerned departments for all sales orders to meet product delivery according to customer requirements</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>8.30am - 6pm</li> <li>127 Pioneer Rd</li> </ul>
Project Planner	<ul style="list-style-type: none"> <li>Diploma in Mechanical engineering or related discipline with minimum 1 year experience in the manufacturing industry</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate with all concerned departments for all sales orders to meet product delivery according to customer requirements</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>8.30am - 6pm</li> <li>127 Pioneer Rd</li> </ul>
Sales Account Manager	<ul style="list-style-type: none"> <li>Diploma in Mechanical engineering or related discipline with minimum 2 years relevant experience in the manufacturing industry.</li> </ul>	<ul style="list-style-type: none"> <li>To drive sales and provide excellent customer services to new and existing customers</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>8.30am - 6pm</li> <li>127 Pioneer Rd</li> </ul>

## 9. Fong's Engineering & Manufacturing

Fong's Engineering & Manufacturing Private Limited is a leading precision engineering company engaged in the design, manufacture, and repair of products primarily for the medical industry.

### Fong's Engineering & Manufacturing

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Assembly Operator	<ul style="list-style-type: none"> <li>• Minimum 1-year relevant working experience.</li> <li>• On-the-job training is provided.</li> <li>• Able to communicate simple English.</li> </ul>	<ul style="list-style-type: none"> <li>• Support all production-related activities.</li> <li>• Ensure compliance of clean-room and GMP protocols.</li> <li>• Ensure shipment, output and quality of products are met.</li> <li>• Follow work instructions and compliance of good documentation practice.</li> <li>• Follow instructions and work allocation from supervisor.</li> <li>• Perform other tasks as assigned by the supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 7.15am to 4.48pm</li> <li>• 79 Loyang Way</li> </ul>
Engineer, Manufacturing	<ul style="list-style-type: none"> <li>• Diploma / Degree in Engineering</li> <li>• Minimum 2 years of relevant working experience.</li> <li>• Hands-on experience on Process Failure Mode Effects Analysis (PFMEA), Process Validation</li> <li>• Manufacturing process know-how and troubleshooting.</li> <li>• Problem solving skills.</li> <li>• Communication skills.</li> <li>• Six sigma trained preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• Develops manufacturing processes for new products, equipment, and set-up.</li> <li>• Generate and release technical documents (e.g. BOM, work instructions, Route card).</li> <li>• Conduct training for shopfloor personnel.</li> <li>• Provide timely support to investigate and resolve process, equipment, and part issues.</li> <li>• Implement Engineering changes for improvements (process, NCR, CAPA, complaints).</li> <li>• Lead pFMEA activities and perform equipment qualification and process validation.</li> <li>• Prepares product and process reports by collecting, analyzing, and summarizing information and trends.</li> <li>• Participate in product transfer activities or new projects.</li> <li>• Perform other tasks as assigned by the supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am to 5.30pm</li> <li>• 79 Loyang Way</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Engineer, Quality	<ul style="list-style-type: none"> <li>• Work experience as a quality engineer in a medical device manufacturing environment (Candidates with Diploma in Engineering, Science or equivalent can be considered for Assistant Quality Engineer position.</li> <li>• Candidates with more experience can be considered for the Senior Quality Engineer position.</li> <li>• Experience with qualification validation of equipment, processes, and test methods for new product introduction.</li> <li>• ISO13485 Internal auditor</li> <li>• Statistical Analysis (Hypothesis Testing ANOVA, Gage R&amp;R, DOE etc.)</li> <li>• Root cause analysis (Kepner-Tregoe, 5-Why, 6M etc.)</li> <li>• Problem solving techniques (e.g. DMAIC / 8D / PDCA / A3 application in continuous improvement).</li> <li>• Competent with general PC and Office software application.</li> <li>• Risk Analysis (PFMEA).</li> </ul>	<ul style="list-style-type: none"> <li>• Create quality inspection plans and work instructions for incoming, In-process or outgoing parts to ensure that components and products conform to specifications.</li> <li>• Define training plan, train QC supervisors, QC technicians and QC inspectors to perform dimensional / functional inspection in accordance to work instructions.</li> <li>• Perform First Article Inspection for newly inducted materials and parts.</li> <li>• Perform qualification validation of equipment, processes, and test methods.</li> <li>• Ensure the compliance of equipment and tools use during inspection in accordance with Calibration and Preventive Maintenance requirements.</li> <li>• Participated in Process Failure Mode Effect and Analysis team to mitigate product risk arising from manufacturing.</li> <li>• Perform complaint handling, investigate root cause of complaint, and perform Corrective Action and Preventive Action as necessary.</li> <li>• Handle non-conformances and perform disposition of rejected parts, trend yield and rejects, investigate root cause of non-conformance and perform Corrective Action and Preventive Action as necessary.</li> <li>• Maintain the manufacturing environment and perform gowning as necessary when working in controlled manufacturing environment e.g. clean room.</li> <li>• Initiate and/or execute engineering changes in compliance with Engineering Change Control procedures.</li> <li>• Participate in external and internal audit to ensure company quality system is effective.</li> <li>• Participate in continuous improvement programs such as 6S program, yield improvement projects etc.</li> <li>• Support new production introduction as a team member representing quality.</li> <li>• Perform other tasks as assigned by the supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am to 5.30pm</li> <li>• 79 Loyang Way</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Engineer, Sales	<ul style="list-style-type: none"> <li>• Minimum 1 year of relevant working experience.</li> <li>• Technical and Technological Skills</li> <li>• Knowledge of Navision system platform.</li> <li>• Strong oral and written communication skills.</li> <li>• Basic MS Office proficiency.</li> <li>• Provide quality customer service that meets customer needs and expectations.</li> <li>• Able to accomplish sales-related reports and presentations.</li> </ul> <p><b>Personal Qualities (Soft Skills):</b></p> <ul style="list-style-type: none"> <li>• Customer-focused and results-driven.</li> <li>• Able to work independently or with a team.</li> <li>• Good communication and interpersonal skills in building and maintaining both internal and external relationships.</li> <li>• Open to explore and decipher new things for professional growth.</li> </ul>	<ul style="list-style-type: none"> <li>• Handle sales activities / quotations for assigned account.</li> <li>• Handle and grow existing customers / new development customers (Machining and Contract Manufacturing) with strategic growth of 15%-20%.</li> <li>• Manage customer account status &amp; credit control for assigned account.</li> <li>• Achieve assigned sales target and consistently follow up for purchase order after quotation is submitted to customer.</li> <li>• Work with cross functional departments for customer request / new RFQ as per SOP0038.</li> <li>• Review order fulfilment as per SOP0039 and back-up support for sales coordinator in order fulfilment that enables smooth daily operations.</li> <li>• Maintain &amp; service customers satisfaction as per SOP0040.</li> <li>• Review consolidation of pricing &amp; forecasting and work with customers in fulfilling the forecast.</li> <li>• Participate in weekly / bi-weekly / monthly sales call with customers with the aim to ensure business needs are on schedule and to arrest any potential / new issues by customers relating to sales and revenue.</li> <li>• Understand and work with multi-level bill of materials (BOM).</li> <li>• Collaborating with the design, production, supply chain, engineering, or R &amp; D departments of the company to determine how products and services could be made or modified to suit the needs of the customer.</li> <li>• Selling on technologically and scientifically company core capabilities to convert to product sales.</li> <li>• Maintain and ensure Sales and Marketing annual operating budget did not exceed per HOD prevailing directive.</li> <li>• Managing close relationships with various departments taking deliverables as top priority.</li> <li>• Any other ad-hoc duties as assigned by supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am to 5.30pm</li> <li>• 79 Loyang Way</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Lead Engineer, NPI	<ul style="list-style-type: none"> <li>• Minimum Degree in Engineering</li> <li>• Minimum 3 years of relevant working experience</li> <li>• Experience in NPI &amp; Project Management</li> <li>• Familiar with the requirement of medical device service &amp; repair center and its operating process</li> <li>• Project Management skill</li> <li>• Communication and leadership skills.</li> <li>• Problem Solving and decision-making skills.</li> <li>• MS Project skill</li> <li>• Process Failure Mode Effects Analysis (PFMEA) and process validation skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Lead new product and manufacturing transfer activities, setup of medical device service &amp; repair facility.</li> <li>• Implement new production / service / project initiative and manage budget and timeline.</li> <li>• Liaise with customer on all new product development / service &amp; repair activities.</li> <li>• Perform intermediary role between Research &amp; Development (R&amp;D) &amp; manufacturing and service &amp; repair.</li> <li>• Lead and provide direction to Cross Functional Team.</li> <li>• Champion to lead &amp; develop from First Article / prototypes to customer's approval.</li> <li>• Work closely with Supplier Chain, Operations &amp; Quality on supplier qualification, Process Failure Mode Effects Analysis (PFMEA), equipment qualification and process validation, establish service &amp; repair processes.</li> <li>• Perform other tasks as assigned by the supervisors.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am to 5.30pm</li> <li>• 79 Loyang Way</li> </ul>
Production Setter	<ul style="list-style-type: none"> <li>• Minimum 1 year of relevant working experience.</li> <li>• On-the-job training is provided.</li> </ul>	<ul style="list-style-type: none"> <li>• Operates sets and maintains the production machinery according to instructions and schedules.</li> <li>• Ensures that the quality and output of the assigned production machinery.</li> <li>• Ensures that safety and engineering practices are complied with in accordance with instructions and procedures.</li> <li>• Assists in tool set-up, adjustment and repair works of auxiliary production equipment.</li> <li>• Ensures good housekeeping of work areas.</li> <li>• Taking / Handing over of the shift issues, such as machine setting problem and/or condition.</li> <li>• Ensure 5s cleaning and housekeeping are performed before and after setting up of machines.</li> <li>• Provides feedback and issues to Engineering when experiencing difficulties of tolerance setting are difficult to achieve.</li> <li>• Responsible for maintaining the setters' tooling and equipment usage.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 7.15am to 4.48pm</li> <li>• 79 Loyang Way</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"><li>• Ensuring that setting tools are readily available.</li><li>• Handling over and feedback of tooling / production issues / problems to supervisor.</li><li>• Setting and operating machines, also to solve technical problems during the production process.</li><li>• Able to handle and solve daily CNC (Computer Numerical Control) setting issues.</li><li>• As and when assigned by the supervisor.</li></ul>	

## SG Endoscopy

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Engineer, Manufacturing	<ul style="list-style-type: none"> <li>• At least 2 years of experience in the medical device industry including concept definition, prototype manufacturing, prototype testing and design documentation.</li> <li>• Technical Diploma with a minimum of 5 years in Medical Device Development.</li> <li>• Experience in simulation software (Abacus, CREO Simulate, etc.).</li> <li>• Excellent command of Computer Aided Software (CREO, SolidWorks or equivalent).</li> <li>• Strong knowledge of technical standards (ASME, JIS, etc.).</li> <li>• Competent in data analysis tools like DOE and Minitab.</li> <li>• Strong command of English (Written and Oral).</li> <li>• Strategic thinking.</li> <li>• Resourceful and innovative.</li> <li>• Independent and can work under pressure.</li> <li>• Able to work cross-functionally to develop specific plan to address different challenges.</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluates manufacturing processes by designing and conducting research programs; applying knowledge of product design, fabrication, assembly, tooling, and materials; conferring with equipment vendors; soliciting observations from operators.</li> <li>• Improves manufacturing efficiency by analyzing and planning workflow, space requirements, and equipment layout.</li> <li>• Completes design and development projects by training and guiding technicians.</li> <li>• Develops manufacturing processes by studying product requirements, researching, designing, modifying, and testing manufacturing processes and solutions during project development.</li> <li>• Participates in Design for Manufacturing and Assembly study with Design Engineers.</li> <li>• Participates in Design Review, Design Verification, dFMEA, pFMEA and aFMEA activities.</li> <li>• Design fixtures based on output of dFMEA activities.</li> <li>• Perform other tasks as assigned by the supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am to 5.30pm</li> <li>• 79 Loyang Way</li> </ul>
Engineer, Procurement	<ul style="list-style-type: none"> <li>• Preferably with at least 1-2 years of relevant working experience.</li> <li>• Knowledge on the Rosh and REACH</li> <li>• Knowledge on ISO13485</li> <li>• Able to facilitate the discussion with suppliers on the technical requirements from the Design and Development Team.</li> <li>• Candidates with no experience, however, may also be considered.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Critical thinking and analytical skills</li> <li>• Meticulous with a keen eye for details</li> <li>• Problem-solving and Decision-making skills</li> <li>• Listening and Communication skills (written and verbal)</li> <li>• Good teamwork</li> </ul>	<ul style="list-style-type: none"> <li>• Perform administrative duties, including preparation of documents, in relation to procurement activities.</li> <li>• Perform verification of Purchase Requisitions to ensure completeness and submission follow established policies and Standard Operating Procedures</li> <li>• Perform issuance of Purchase Orders under established procurement guidelines.</li> <li>• Process pre-payment activities.</li> <li>• Establish an adequate inventory of reliable suppliers / vendors for operational needs.</li> <li>• Any other ad-hoc duties as assigned by Head of Department.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am to 5.30pm</li> <li>• 79 Loyang Way</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Engineer, Project	<ul style="list-style-type: none"> <li>• Knowledge on the Rosh and REACH</li> <li>• Knowledge on ISO 13485</li> <li>• Successfully manage and completed technical projects (especially in product development environment)</li> <li>• Project management in a highly regulated industry (Medical device, food processing, pharma)</li> <li>• 2 years of experience in the medical device industry including concept definition, prototype manufacturing, prototype testing and design documentation.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills and command of English (Written and Oral).</li> <li>• Excellent command of project management tools such as MS Project, Project Charter</li> <li>• Well versed in technical standards (ASME, JIS etc.).</li> <li>• Experience in simulation software (Abaqus, Ansys etc.) will be an advantage.</li> <li>• Detail oriented and ability to perform under pressure.</li> <li>• Good understanding of commercial aspects of project Management</li> <li>• Well versed in regulatory requirements such as FDA and CE Mark</li> <li>• 8Familiar with Design Control activities and phases.</li> </ul>	<ul style="list-style-type: none"> <li>• Lead Development activities to generate solutions to design problems, design evaluations (such as tolerance analysis, FEA, simulated use testing, etc.), craft risk analysis documentation and support the development of product verification / validation plans and testing.</li> <li>• Define timelines for development activities and provide regular updates on the status of those activities.</li> <li>• Work with engineering and suppliers to tackle manufacturability issues and then collaborate with manufacturing partners during Design Transfer phase.</li> <li>• Familiarize with Design Control requirements and ensure compliance for entire project.</li> <li>• Actively participate in Post-market Surveillance reviews and provide product support to the field.</li> <li>• Work directly with the Cross Functional Team to gather key data for Project Core Team</li> <li>• Drive product costing and cost improvement activities.</li> <li>• Communicate concepts, ideas and knowledge to other individuals, surgeons, customers and/or teams, and work effectively as a team member.</li> <li>• Prioritize tasks and handle a dynamic workload.</li> <li>• Executes other tasks and responsibilities as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am to 5.30pm</li> <li>• 79 Loyang Way</li> </ul>
Engineer, Quality	<ul style="list-style-type: none"> <li>• Minimum 3-5 years relevant experience as a Quality Professional, preferably in ISO 13485 environment.</li> <li>• Experience of 2 years in medical device product development or equivalent is a plus.</li> <li>• Good understanding in the implementation of QMS (ISO 13485), Quality Assurance and Quality Control methodology.</li> <li>• Regulatory experience in GMP (Good Manufacturing Practice) procedures.</li> </ul>	<p><u>Supports medical device development &amp; manufacturing operations including but not limited to;</u></p> <ul style="list-style-type: none"> <li>• QMS / DMR development</li> <li>• Root cause investigations for corrective actions.</li> <li>• Implementation of corrective actions.</li> <li>• Analyze quality metrics for corrective and preventive actions: and</li> <li>• Change records and assurance of proper record control.</li> </ul> <p>• Supports ISO 14971 compliance and leads in the implementation</p>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am to 5.30pm</li> <li>• 79 Loyang Way</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• ISO 13485 Internal Auditor Trained</li> <li>• Six-sigma trained with strong engineering fundamentals.</li> <li>• Strong attention to details and able to work under tight deadlines.</li> <li>• Ability to multi-task, prioritize tasks and quickly adjust in a rapidly changing environment.</li> <li>• Working knowledge of Microsoft Office (Excel, Word, PowerPoint, Minitab, or Statistical tools).</li> </ul>	<p>and development of product risk management Plans / tools.</p> <ul style="list-style-type: none"> <li>• Supports / performs validation activities associated with both new and/or changed products.</li> <li>• Develops test protocols and reports for the validation and/or re-validation of equipment, processes, test methods, and computer systems.</li> <li>• Develops sampling plans, determines sample sizes, and performs data analysis using various statistical tools including but not limited to regression analysis, t-test, ANOVA, and process capability indices.</li> <li>• Collaborates with manufacturing engineering, production, purchasing, and quality assurance functions to drive process excellence.</li> <li>• Technical liaison to external medical device customers.</li> <li>• Coordinate Internal Audit / Supplier Audit Program</li> <li>• Technical reviewer of engineering changes related to product specifications, process parameters, methods, and equipment.</li> <li>• Performs as technical writer responsible for the development of test protocols, test reports, work instructions, and standard operating procedures.</li> <li>• Assist in maintaining certification and regulatory compliance to ISO 13485, QSR, Medical Device Directive Requirements and any regulatory standards as applicable.</li> <li>• Supports Quality Assurance in the review, analysis, and reports on process and product performance to management.</li> <li>• Other ad-hoc tasks assigned by immediate supervisor.</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
<p>Engineer, Test</p>	<ul style="list-style-type: none"> <li>• Minimum 3 - 5 years relevant experience, preferably in Medical Device, Automotive or Aerospace industry.</li> <li>• Knowledge and familiarity with IEC60601 test and requirements.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Strong in mechanical and electrical fundamentals.</li> <li>• Good understanding of DOE (Design of Experiments) principles.</li> <li>• Preferably with six sigma green belt training.</li> </ul>	<ul style="list-style-type: none"> <li>• Develops and conducts test plans and protocols for design verification, process characterization, process validation, finished product and benchmarking study to generate test reports with sound engineering principle.</li> <li>• Design, develop, and implement automated and manual test procedures for functional, performance, and regression testing.</li> <li>• Identifies and consolidates requirement lists from product performance, functional and regulatory aspects.</li> <li>• Drives the entire design verification and validation activities to ensure compliance to regulatory requirements such as IEC, FDA, GMP, ISO and IEC standards.</li> <li>• Develops and executes various benchmark testing to understand product quality compared to existing products.</li> <li>• Develops and validates new equipment and fixtures to conduct various testing.</li> <li>• Conducts feasibility testing together with product development and quality team.</li> <li>• Liaise with external test labs to obtain critical data for test reports.</li> <li>• Work with equipment vendors to identify test equipment that meets testing requirements.</li> <li>• Participate in Risk Management and Failure Analysis exercises such as FMEA (Failure Mode &amp; Effects Analysis).</li> <li>• Identify, document, and track defects using issue tracking tools.</li> <li>• Work closely with development teams to identify and address potential issues early in the development lifecycle.</li> <li>• Communicate all identified risks to your Test / Team Lead</li> <li>• Summarizes test report and presents it to project and management team.</li> <li>• Perform other tasks as assigned by the supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am to 5.30pm</li> <li>• 79 Loyang Way</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Engineering Operator	<ul style="list-style-type: none"> <li>• Experience in Manufacturing Instrument in Life Science or Medical Devices Industry.</li> <li>• Experience in ISO 13485 audit and cGMP environment.</li> <li>• Able to work with miniature components / parts under microscope.</li> <li>• Experience in soldering electrical components.</li> <li>• Experience in laser welding (an added advantage).</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of mechanical or electrical engineering.</li> <li>• Meticulous and attention to details with good troubleshooting ability.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform assigned manufacturing tasks to produce high quality products under limited supervision and instruction.</li> <li>• Perform troubleshooting on components, sub-assembly, and full assembly systems by using mechanical and electrical knowledge when issues arise.</li> <li>• Perform assembly and testing activities in accordance with the established work standards, test procedures and work schedule.</li> <li>• Work with supervisor and assist engineers to execute controlled experiments for feasibility study.</li> <li>• Execute moderately complex assignments by assisting Engineers to do troubleshooting and assisting Supervisor for report data collection and provide independent judgment.</li> <li>• Support 5S and Lean activities.</li> <li>• Perform preventive maintenance on equipment and tools.</li> <li>• Support process improvement activities to meet production goals.</li> <li>• Perform other tasks as assigned by the supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 7.15am to 4.48pm</li> <li>• 79 Loyang Way</li> </ul>
Engineering Technician	<ul style="list-style-type: none"> <li>• Experience in Manufacturing Instrument in Life Science or Medical Devices Industry.</li> <li>• Experience in ISO 13485 audit and cGMP environment.</li> <li>• Able to work with miniature components /parts under microscope.</li> <li>• Experience in soldering electrical components.</li> <li>• Experience in laser welding (an added advantage).</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of mechanical or electrical engineering.</li> <li>• Meticulous and attention to details with good troubleshooting ability.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform assigned manufacturing tasks to produce high quality products under limited supervision and instruction.</li> <li>• Perform troubleshooting on components, sub-assembly, and full assembly systems by using mechanical and electrical knowledge when issues arise.</li> <li>• Perform assembly and testing activities in accordance with the established work standards, test procedures and work schedule.</li> <li>• Work with supervisor and assist engineers to execute controlled experiments for feasibility study.</li> <li>• Execute moderately complex assignments by assisting Engineers to do troubleshooting and assisting Supervisor for report data collection and provide independent judgment.</li> <li>• Support 5S and Lean activities.</li> <li>• Perform preventive maintenance on equipment and tools.</li> <li>• Support process improvement activities to meet production goals.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 7.15am to 4.48pm</li> <li>• 79 Loyang Way</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Executive, Quality System	<ul style="list-style-type: none"> <li>• Minimum Diploma in a technical field, or related field with 3 years equivalent combination of education and experience.</li> <li>• Experience working with a QMS in a disciplined regulated and structured environment (Ideally bio-medical) and regulatory surveillance experience preferred.</li> <li>• Experience with internal and external auditing.</li> <li>• The ideal candidate is a certified ISO13485 or ISO9001 Auditor / Lead Auditor.</li> <li>• Experience working with document management systems and previous experience within the bio-medical industry is preferable.</li> <li>• Demonstrated ability to understand, maintain and develop procedures, controlled documents, and processes.</li> <li>• <b>Skills:</b></li> <li>• Versed in basic Microsoft Office applications such as Outlook, Word, PowerPoint, Excel, Pivot Table etc.</li> <li>• Demonstrated ability to interact and communicate in English, including demonstrable writing, speaking, and comprehension skills; ability to communicate efficiently and effectively across different levels and disciplines within the organization.</li> <li>• Detail-oriented.</li> <li>• Have a keen eye for precision and can quickly spot errors or inconsistencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform other tasks as assigned.</li> <li>• Responsible for developing and sustaining the Quality Management System (QMS) in accordance with ISO 13485 industry standard and other applicable regulatory requirements such as FDA 21 CFR Part 820 QSR, Medical Device Regulations (EU MDR) - 2017/745.</li> <li>• Works directly with all QMS process owners as required, in investigating QMS compliance concerns and establishing corrective action to ensure active engagement and compliance with their portion(s) of the QMS.</li> <li>• Responsible for liaising / hosting / performing internal and external audits for customer and regulatory bodies.</li> <li>• Additionally, the individual is responsible for ensuring all post-audit actions and activities are addressed in a timely manner to close the audit.</li> <li>• Responsible for training others to the QMS and ensuring that their competence and understanding of the QMS is adequate.</li> <li>• Track and monitor Regulatory Bodies, such as FDA / HSA for regulatory updates, licensing, and events.</li> <li>• Responsible for the document management process including effectively storing the documents, maintaining access, ensuring the security of the documents, and controlling the sending and receiving of documents throughout the organization.</li> <li>• Manage the filing and storing of documents properly in both electronic and paper formats.</li> <li>• Manage the documents according to standard regulations within the company and follow legal guidelines for disposing of documents as and when necessary.</li> <li>• Assist with change records and assurance of proper record control within the QMS.</li> <li>• Other tasks such as preparation of reports for half yearly Management Review and monthly Quality System Metrics reporting. Conducting new employees'</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am to 5.30pm</li> <li>• 79 Loyang Way</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		orientation (NEO) training (QMS aspect) for newly joined staff. <ul style="list-style-type: none"><li>• Other ad-hoc tasks assigned by immediate supervisor.</li></ul>	

## 10. GE Aerospace

Providing our aviation customers with the most technologically advanced and productive engines, systems, and services for their success. Singapore has two repair facilities located in Loyang Industrial Park and one new make facility located in Seletar Aerospace Park. With over 2,000 employees working in our three facilities, we repair, refurbish, and manufacture high and low-pressure components for more than 100 aircraft engine customers around the world with excellent turnaround time and quality.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Automation & Robotic Engineer (Mechanical Engineering)	<ul style="list-style-type: none"> <li>• Bachelor's or higher degree in Mechanical Engineering or related discipline</li> <li>• At least 5 years' experience in mechanical design of customized automated systems.</li> <li>• A track record of prototyping, delivering new and custom design automated equipment in production environment.</li> <li>• In-depth knowledge and experience of customized automated machine design.</li> <li>• Good knowledge experience using 3D modeling software such as SolidWorks, Creo or NX</li> <li>• Experience in mechanical drafting practices and a working knowledge of terms, rules, and applications of Geometric Dimensioning and Tolerancing (GD&amp;T)</li> <li>• Good understanding of material selections, machined part fabrication and processes</li> <li>• Good and strong knowledge in designing and troubleshooting pneumatic circuits is a must.</li> <li>• Must have strong knowledge of handling different phases of project management in Automation Equipment Design.</li> <li>• Strong attention to detail with excellent analytical skills</li> <li>• Prior experience in leading a team.</li> <li>• Able to perform work in a relatively stressful environment.</li> <li>• Knowledge of industrial robots' applications would be an advantage.</li> <li>• Experience in machine programming (control and/or vision) is a plus.</li> </ul>	<ul style="list-style-type: none"> <li>• The role of the Engineer - Robotics &amp; Automation is to design and develop various automation &amp; robotics systems to help increase the labor productivity of the GE MRO Shop and eliminate high labor content non-value work.</li> <li>• The candidate will work in the Singapore Automation and Robotics Centre of Excellence.</li> </ul> <p><b>Essential Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Work with end-users and analyze user needs to develop concept, design, test, implementation, debug and commission customized semi and fully automatic machines to improve labor productivity, improve process efficiency, reduce quality defects, improve safety &amp; overcoming repair technical challenges in fast-paced production shops.</li> <li>• Develop new ideas and concepts to enhance the company's performance and competitiveness in the field of industrial automation and robotics.</li> <li>• Perform prototype design, assembly, testing and troubleshooting.</li> <li>• Support troubleshooting, investigation and implement improvement solutions of production process equipment, systems related to quality and safety issues.</li> <li>• Work closely with cross-functional teams and customers to develop work plans, deliverables, required resources, monitor project activities, budget, and timing for new initiatives.</li> <li>• Generate and outline project schedule to keep all stakeholders up-to-date promptly.</li> <li>• Work with external vendors and system integrators to deliver Automated and Robotic equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 9am - 6pm</li> <li>• 23 Loyang Way</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Component Repair Technician (Airfoil)	<ul style="list-style-type: none"> <li>• Minimum GCE 'O' level with 3 years of relevant experience.</li> <li>• Basic command of written and spoken English.</li> </ul>	<ul style="list-style-type: none"> <li>• You will perform polishing, restoration and blending work on parts assigned in accordance with established operating procedure.</li> <li>• Highlighting any discrepancies or irregularities to Facilitator / Engineer to resolve problems and meeting required daily / weekly output.</li> </ul> <p><b>Essential Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Perform hand blending &amp; polishing operations, followed by self-inspection of blended parts to the tolerance and specifications.</li> <li>• Read and correct interpretation of Operation Sheets and perform to the expected requirements.</li> <li>• Perform scheduled maintenance &amp; housekeeping tasks.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 1st shift: 7.30am - 4.20pm / 2nd shift: 4.00pm - 12.50am / Permanent 3rd Shift: 12.30am - 7.50am</li> <li>• Rotation of 1st and 2nd Shift is required / Shift pattern may change due to social distancing measure.</li> </ul> <p>23 Loyang Way / 62 Loyang Way</p>
Component Repair Technician (Machining)	<ul style="list-style-type: none"> <li>• Minimum GCE 'O' level with 3 years of relevant experience</li> <li>• Preferably NITEC / Higher NITEC in Mechanical / Precision Engineering or equivalent; or</li> <li>• Diploma in Mechanical / Precision / Manufacturing Engineering</li> <li>• Basic command of written and spoken English.</li> </ul>	<ul style="list-style-type: none"> <li>• You will be responsible to set up and operate machines such as CNC machines in Milling, Grinding and Lathe; Electrical Discharge Machine (EDM); Surface Grinding; VT Lathe and various conventional machines and specialized equipment to perform machining operations.</li> </ul> <p><b>Essential Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Set up and operate all types of conventional or CNC machines such as electrical discharge machine, laser machine, lathe, radial grinder, reciprocal grinder, milling machine, drilling machine and specialized equipment to perform machining operation of the most complicated nature in the making of jigs, fixtures, tools, dies, gauges, test equipment and product parts, and their rework or modifications.</li> <li>• May follow a particular product through the machine shop using a variety of machine tools to complete the finished product.</li> <li>• Use all types of standard and special gauges, various hand tools.</li> <li>• Maintain pertinent records, work according to technical drawings and instructions.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 1st shift: 7.30am - 4.20pm / 2nd shift: 4.00pm - 12.50am / Permanent 3rd Shift: 12.30am - 7.50am</li> <li>• Rotation of 1st and 2nd Shift is required / Shift pattern may change due to social distancing measure.</li> </ul> <p>• 23 Loyang Way / 62 Loyang Way</p>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> <li>• Perform scheduled maintenance &amp; housekeeping tasks.</li> </ul>	
Component Repair Technician (NDT)	<ul style="list-style-type: none"> <li>• NDT Level 2 in Penetrant Testing (PT) and/or Radiography Testing (RT); or</li> <li>• Minimum GCE 'O' level with 2 years of NDT experience; or</li> <li>• Diploma holders in Aircraft Maintenance / Aerospace Engineering; or</li> <li>• Preferably CAAS Approval in NDT certification</li> <li>• Basic command of written and spoken English.</li> </ul>	<ul style="list-style-type: none"> <li>• You will perform Non-Destructive Testing and its related duties in accordance with the written instructions and specific calibration requirements.</li> </ul> <p><b>Essential Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Perform specific calibrations, NDT and specific evaluations for acceptance or rejection of parts.</li> <li>• Correct interpretation and understand the inspection operation sheets and work instruction.</li> <li>• Organize, sort, and prepare the parts for NDT inspection.</li> <li>• Load, unload, and operate either the real-time XR, UT or auto FPI line effectively.</li> <li>• Perform either X-Ray Inspection, Ultrasonic Inspection, Fluorescent Penetrant Inspection, Eddy Current Inspection, Magnetic Particles Inspection in accordance with the inspection operation sheets.</li> <li>• Ensure the equipment operation readiness always.</li> <li>• Assist the Engineer for any inspection evaluation and reporting.</li> <li>• Upkeep of process system and testing equipment to ensure its continuous operations in compliance with approved documents.</li> <li>• Prepare and clean parts before and/or after inspection.</li> <li>• Conduct audits in NDT area to ensure continuous system compliance to meet regulatory agencies requirements.</li> <li>• Perform scheduled maintenance &amp; housekeeping tasks.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 1st shift: 7.30am - 4.20pm / 2nd shift: 4.00pm - 12.50am / Permanent 3rd Shift: 12.30am - 7.50am</li> <li>• Rotation of 1st and 2nd Shift is required / Shift pattern may change due to social distancing measure.</li> <li>• 23 Loyang Way / 91 Loyang Way</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Component Repair Technician (Stock & Process)	<ul style="list-style-type: none"> <li>• Minimum GCE 'O' level / SPM and/or with 3 years of relevant experience; or</li> <li>• Minimum SKM/MATA from Malaysia with 2 years of relevant experience</li> <li>• Basic command of written and spoken English</li> <li>• Able to read and understand the manufacturing operation sheets and standard operation procedures in English.</li> </ul>	<ul style="list-style-type: none"> <li>• You will be part of the ARS team coordinate flow of materials between Customers and Suppliers according to Repair work scopes and production schedules in the shopfloor environment.</li> <li>• Support tasks as assigned by your People Leader, not limited to transactional related works, logistic activities, and scrap parts management.</li> </ul> <p><b>Essential Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Be the focal point for shopfloor all transactional related activities moving through Asia Repair Solutions (ARS) to designated Suppliers, such that they fulfil all requirements as listed in Customer's Repair Orders.</li> <li>• Manage final repaired parts received from Suppliers.</li> <li>• Support activities related to meeting Plant 23 and ARS Metrics.</li> <li>• Carry out weekly cell housekeeping and maintain 5s.</li> <li>• Support production to achieve monthly sales target.</li> <li>• Support Annual Physical Inventory.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 7.30am - 4.20pm</li> <li>• 23 Loyang Way</li> </ul>
Component Repair Technician (V&D Inspector)	<ul style="list-style-type: none"> <li>• Diploma in Mechanical / Precision / Manufacturing Engineering</li> <li>• Basic command of written and spoken English.</li> </ul>	<ul style="list-style-type: none"> <li>• You will perform visual and dimensional inspection to written quality plans on incoming in-process and finished engine components.</li> </ul> <p><b>Essential Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Ensure quality of parts meet specification requirements.</li> <li>• Ensure proper work clearance, correctness, and completeness.</li> <li>• Prevent non-conforming parts from proceeding to the next workstation.</li> <li>• Provide support to Manufacturing Engineers and Quality System Engineers for evaluations, audits related activities.</li> <li>• Collect data, feedback on the quality of parts inspected to the Manufacturing Engineers and Quality System Engineers</li> <li>• Perform visual &amp; dimensional inspections and set area management of the parts.</li> <li>• Perform scheduled maintenance &amp; housekeeping tasks.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 1st shift: 7.30am - 4.20pm / 2nd shift: 4.00pm - 12.50am / Permanent 3rd Shift: 12.30am - 7.50am</li> <li>• Rotation of 1st and 2nd Shift is required / Shift pattern may change due to social distancing measure.</li> <li>• 23 Loyang Way / 62 Loyang Way</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Component Repair Technician (Welding)	<ul style="list-style-type: none"> <li>• Minimum GCE 'O' level with 3 years of relevant experience</li> <li>• Preferably NITEC / Higher NITEC in welding</li> <li>• Relevant TIG certificates; or</li> <li>• Preferably CAAS approval in TIG Welding / General Welding or equivalent</li> <li>• Basic command of written and spoken English.</li> </ul>	<ul style="list-style-type: none"> <li>• You will set up and weld high temperature alloys in the repair and repair development of turbine engine components, using Tungsten Inert Gas (TIG) in full compliance with repair manual requirements.</li> <li>• You will need to perform simple to complex welding.</li> <li>• The job requires the candidate to consistently sit and pass periodic welder's proficiency test by the company's internal and external CAAS test.</li> </ul> <p><b>Essential Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Apply necessary gas back-up and chilled bars as required to perform efficient weld repair.</li> <li>• Perform manual and laser welding of all products with different welding configurations.</li> <li>• Identify and replace basic fixture / tooling due to wear and tear.</li> <li>• Simple refining of welding parameters</li> <li>• Perform scheduled maintenance &amp; housekeeping tasks.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 1st shift: 7.30am - 4.20pm / 2nd shift: 4.00pm - 12.50am / Permanent 3rd Shift: 12.30am - 7.50am</li> <li>• Rotation of 1st and 2nd Shift is required / Shift pattern may change due to social distancing measure.</li> <li>• 23 Loyang Way / 62 Loyang Way</li> </ul>
EHS Assistant Engineer	<ul style="list-style-type: none"> <li>• Possess Diploma in Engineering / Science from local Polytechnic with minimum 3 years of relevant working experience.</li> <li>• Possess WSH Specialist Diploma in Workplace Safety and Health or WSQ Advanced Certificate in Workplace Safety and Health</li> <li>• Candidates who are currently pursuing WSQ Specialist Diploma / Certificates will be considered.</li> <li>• Candidate who had completed WSQ Supervised Safe Lifting Operations training and/or has experience in developing lifting plans is an added advantage.</li> <li>• Ability to work as a team.</li> </ul>	<ul style="list-style-type: none"> <li>• The candidate will perform or assist in the roles as per listed in the regulation governing workplace safety and health officer &amp; fire safety manager duties and support site in protecting employees' safety and environment.</li> <li>• Develop &amp; implement EHS programs and procedures to ensure compliance with all applicable regulations and GE requirements.</li> <li>• Conduct risk assessment, training, and inspection.</li> <li>• Implement required corrective / preventive measures based on audit finding, root cause analysis and trending analysis.</li> <li>• Develop &amp; implement tracking programs and record keeping systems and administer EHS compliance tracking program.</li> <li>• Work with process owners to evaluate new product introduction, equipment, and chemicals to ensure risks are properly assessed and control measures are in place prior to use on site.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 9am - 6pm</li> <li>• 23 Loyang Way</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> <li>• Work closely with EHS Framework Element Owners for the assigned elements to ensure compliant.</li> <li>• Work closely with Maintenance team and Project Coordinators to ensure contractors comply with GE and local requirements.</li> <li>• Support site security system implementation and enforcement.</li> </ul>	
<p>Lead Quality Engineer (NPI)</p>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in Engineering from an accredited university or college (or equivalent)</li> <li>• Minimum of 2 years relevant aerospace experience in repair / manufacturing or a quality assurance role</li> <li>• Knowledge of general aviation legislation and quality systems (ISO9001/AS9100)</li> <li>• Good command of written and spoken English</li> <li>• Basic knowledge of PC software (Microsoft Office)</li> </ul> <p><b>Desired Characteristics:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of repair / manufacturing fundamentals</li> <li>• Holds a recognized Lead Auditor or Internal Auditor certification.</li> <li>• Knowledge of Six Sigma quality concepts and tools.</li> <li>• Knowledge of manufacturing special processes (heat treat, welding, shot peening, coating, chemical processes, non -conventional machining)</li> <li>• Knowledge of RCCA / HF techniques.</li> <li>• Good initiative and analytical skills.</li> <li>• Six Sigma Green Belt certified.</li> <li>• Strong attention to detail and accuracy.</li> <li>• Ability to communicate at all levels of the organization.</li> <li>• Demonstrated oral and written communication skills.</li> <li>• Strong interpersonal and leadership skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Product quality review associated with the manufacturing process.</li> <li>• Impacts departmental operations and responsible for planning / execution.</li> <li>• The role has some autonomy but is focused on execution of activities within an operating discipline covered by standard functional practices and procedures.</li> <li>• Some judgment may be required but this is typically with guidance.</li> </ul> <p><b>Essential Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Perform audits on Repair Source Substantiation (RSS) packages to verify repair characteristic accountability.</li> <li>• Review RSS audit results to identify trends and coordinate continuous improvement plans to improve NPI quality and first-time yield.</li> <li>• Develop quality system procedures for NPI process to ensure accuracy, compliance, and consistency of NPIs delivered by Engineering team.</li> <li>• Track and monitor post introduction NPIs for quality issues and drive Engineering / Shop for follow up improvements.</li> <li>• Act as a focal point for all NPI-related queries and clarifications about Quality / regulatory requirements.</li> <li>• Support conduct of shop internal audit plan as necessary.</li> <li>• Drive and promote Quality culture and participate in EHS and other shop initiatives as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 9am - 6pm</li> <li>• 23 Loyang Way</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Quality Engineer	<ul style="list-style-type: none"> <li>• Bachelor’s degree in Engineering from an accredited university or college (or equivalent)</li> <li>• Minimum of 2 years relevant aerospace experience in repair / manufacturing or a quality assurance role.</li> <li>• Good command of written and spoken English</li> <li>• Basic proficiency with PC tools and software (e.g. Microsoft Office).</li> </ul> <p><b>Desired Characteristics:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of manufacturing processes (heat treat, welding, shot peening, coating, chemical processes, non-conventional machining)</li> <li>• Demonstrated work experience in reading and interpreting blueprints or engineering specifications.</li> <li>• Knowledge of repair / manufacturing fundamentals</li> <li>• Holds a recognized Lead Auditor or Internal Auditor certification.</li> <li>• Knowledge of Lean and Six Sigma quality concepts and tools.</li> <li>• Knowledge of RCCA / HF techniques</li> <li>• Knowledge of Lean concepts and tools.</li> <li>• Knowledge of general aviation legislation and quality systems (ISO9001/AS9100)</li> <li>• Good initiative and analytical skills</li> <li>• Strong attention to detail and accuracy</li> <li>• Ability to communicate at all levels of the organization.</li> <li>• Demonstrated oral and written communication skills.</li> <li>• Strong interpersonal and leadership skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Product quality review associated with the manufacturing process.</li> <li>• Impacts quality of own work and the work of others on the team.</li> <li>• Executes standard operational / technical tasks typically subject to instructions and work routines.</li> <li>• There is latitude to rearrange the sequence to complete task / duties based on changing work situations.</li> </ul> <p><b>Essential Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Partner and engage with Operations and Engineering teams to facilitate and drive robust RCCA to reduce Customer Disruptions and improve customer satisfaction.</li> <li>• Partner and engage with Operations and Engineering teams to facilitate and drive robust RCCA to reduce Workmanship / WIP Losses, Rework and Turnbacks, and improve FTY, delivery performance, and COQ.</li> <li>• Partner and engage with Operations / Engineering teams to facilitate and drive avoidance of repair-induced Departures.</li> <li>• Track and monitor quality metrics (Yield, Losses, Escapes), and perform trend analysis to identify systemic improvement opportunities.</li> <li>• Drive engagement &amp; training of inspectors and certifying staff to ensure disposition &amp; inspection.</li> <li>• Drive engagement and participation in Lean and quality improvement across the site.</li> <li>• Drive and promote Quality culture and participate in EHS and other shop initiatives as necessary.</li> <li>• Act as focal point for all quality matters and clarifications for the business unit.</li> <li>• Support internal audits and perform CAR verifications.</li> <li>• Support, review and approval of New Product Introduction (NPI) and Process Change Notice (PCN) initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 9am - 6pm</li> <li>• 23 Loyang Way</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Training Leader	<ul style="list-style-type: none"> <li>• This role requires advanced experience in Manufacturing environment &amp; Training Design and Delivery.</li> <li>• Knowledge level is comparable to a bachelor's degree from an accredited university with 7 to 10 years or college diploma with rich in-depth relevant experience.</li> </ul> <p><b><u>Desired Characteristics:</u></b></p> <ul style="list-style-type: none"> <li>• Ability to document, plan, market, and execute programs.</li> <li>• Established project management skills.</li> </ul>	<ul style="list-style-type: none"> <li>• The training leader will provide expertise in analyzing technical learning needs, follow up designs and deliver training solutions.</li> <li>• This role will be to work very closely with the leadership together with the HR team.</li> <li>• He/ She will be the custodian of training, development plans and frameworks for employees in the business.</li> <li>• The job allows modification of procedures and practices covering work if the end results meet standards of acceptability (quality, volume, timeliness etc.).</li> </ul> <p><b><u>Essential Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• Provides expertise in analyzing learning needs, designing training solutions for a business or function.</li> <li>• Focuses on technical training essential for a particular business or function and does not include Leadership Learning.</li> <li>• Utilizes in-depth knowledge of technical discipline and analytical thinking and technical experience to execute policy / strategy.</li> <li>• Develops and leads business training council. e.g. Company Training Committee</li> <li>• Consults and works together in close partnership with HR, union, and educational institutions / bodies in terms of the development of hourly career framework.</li> <li>• Leads training, development plans and frameworks across the business.</li> <li>• For example, development of OJT training curriculum blueprint, training tracker.</li> <li>• Ties in learning strategy to the business strategic workforce strategy planning and development.</li> <li>• Conducts annual training needs analysis and ensures that it is being carried out / implemented.</li> <li>• Has knowledge of best practices and how one area integrates with others; is aware of the competition and the factors that differentiate them in the market.</li> <li>• Uses some judgment and has some ability to propose different solutions outside of set</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 9am - 6pm</li> <li>• 23 Loyang Way</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<p>parameters to address more complicated manufacturing processes with technical variety and/or interdependent production cycles.</p> <ul style="list-style-type: none"><li>• Uses technical experience and analytical thinking.</li><li>• Uses multiple internal and limited external sources outside of own teams to arrive at decisions.</li><li>• Acts as a resource for colleagues.</li><li>• May lead projects from time to time.</li><li>• Conveys performance expectations and may handle sensitive issues.</li><li>• Support site wide training initiatives.</li><li>• Deployment of Covalent system for training tracking and administration</li></ul>	

# 11. Grand Venture Technology

Grand Venture Technology is a trusted manufacturing solutions and service provider for the semiconductor, analytical life sciences, electronics, and other industries, with operations in Singapore, Malaysia (Penang and Johore Bahru) and the People's Republic of China (Suzhou).

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
General Worker	<ul style="list-style-type: none"> <li>• Assist with the maintenance of the toolroom, such as cleaning, organizing, and managing inventory.</li> <li>• Receive, unpack, and verify incoming stock delivery to ensure that orders are accurate and complete.</li> <li>• Assist with the proper storage and organizing of stock products, maintaining quick accessibility when required.</li> <li>• Monitor stock levels and notify supervisors when inventory is low, supporting restocking.</li> <li>• Practice good housekeeping and clean work environment by ensuring all goods are stored neatly.</li> <li>• Perform any ad-hoc duties assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• We are looking for a driven and accountable individual to join our team as a General Worker, particularly assisting in the toolroom and/or inventory management areas.</li> <li>• He/She will oversee a variety of activities including the maintenance of tools, equipment, and inventories, ensuring that these functions run efficiently.</li> <li>• He/She keeps enough stock levels to avoid overstocking.</li> <li>• He/She also avoids stocking old items.</li> <li>• He/She is familiar with the store layout.</li> <li>• He/She replaces stock to meet company's standards based on the company's guidelines.</li> <li>• This is done to avoid wastage.</li> <li>• He/She makes sure handling and storage meet standards.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days per week</li> <li>• 8:15am-6pm</li> <li>• 2 Changi North Street 1</li> </ul>
Manufacturing Engineer / Senior Engineer	<ul style="list-style-type: none"> <li>• Experience in maintaining the Quality of Work</li> <li>• Knowledge of Material BOM's</li> <li>• Capable of understanding Engineering drawings for Mechatronics-assembly</li> <li>• Experienced in Manufacturing Engineering Tools (5S, Process Flow, FMEA, System Risk Analysis, DMAIC, 8D, Control Plan, SOP, SOO, Work Instructions, Root Cause Analysis, Capacity versus Demand)</li> <li>• Experience in Mechanical Fitting, Cable Routing, and Installation of Equipment. Preferably in the Semiconductor Equipment Industry.</li> <li>• Able to use Solid works to design simple fixtures / jigs.</li> <li>• Technical skills must include basic knowledge of mechanical / Electrical / Mechatronics</li> </ul>	<ul style="list-style-type: none"> <li>• Develops products by studying customers' requirements, researching, and testing manufacturing and assembly methods and materials.</li> <li>• Assures products' quality by designing finished products.</li> <li>• Prepare report by collecting, analyzing, and summarizing information trends.</li> <li>• Guide assembly of automation module / machine according to mechanical assembly drawing, and electrical schematic diagram.</li> <li>• Able to interpret well on mechanical drawings, assembly drawings and electrical schematic diagrams.</li> <li>• Guide and improve the production performance of the department together with Manufacturing Manager (quality, lead-time, delivery performance, costs)</li> <li>• Work closely with the Quality department to assure conformity of product to customer requirement.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days per week</li> <li>• 8:15am-6pm</li> <li>• 2 Changi North Street 1</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"> <li>• Ability to work independently with minimal supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and adjust production processes or equipment for quality and productivity.</li> <li>• Other responsibilities that may be assigned from time to time.</li> <li>• Perform ad-hoc tasks when requested.</li> </ul>	
Quality Assurance Manager	<ul style="list-style-type: none"> <li>• Diploma or Degree in Mechanical Engineering or related field</li> <li>• At least 10 years of experience in Quality Management Roles in Precision Engineering or Contract Manufacturing (Mechatronics) industries</li> <li>• Extensive working knowledge / experience of QMS, SPC, GD&amp;T and CMM</li> <li>• Well versed in CpK, Gage R&amp;R, PPAP, 8D and 5 Why methodology.</li> <li>• Excellent written and spoken communication skills.</li> <li>• Well organized and able to multi-task</li> <li>• Analytical and a good team player.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain and involve in Quality Management System (QMS) that is in conformance with ISO9001:2015, ISO13485 and AS9100:2015</li> <li>• Responsible to initiate and monitor the internal quality audit to be performed as to ensure effectiveness of the Quality Management System (QMS)</li> <li>• Lead, manage and mentor the QA team and ensure a productive and high-performance work environment.</li> <li>• Plan and Perform Customer / Process audits.</li> <li>• Review audit findings and develop action plans.</li> <li>• Participate in audit meetings and coordinate internal and external audit activities.</li> <li>• Manage First Article Planning, CMM, CMM program, Visual Inspection program and other measurement equipment.</li> <li>• Manage Internal and External Corrective Action Reports (CAR)</li> <li>• Perform root-cause analysis and other problem-solving activities to identify effective correction and process improvement.</li> <li>• Manage Departmental KPI and Suppliers' Qualification, Performance Monitoring, Quality Management and Audit and Disqualification Program</li> <li>• Coordinating and liaising with Operation in ensuring Quality of production's outgoing products meet Customers' requirement.</li> <li>• Support Operation through establishment of Operations Standard, Process and Quality Control Plan.</li> <li>• Establishment of Product Quality Standard with Sales and Customers.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days per week</li> <li>• 8:15am-6pm</li> <li>• 2 Changi North Street 1</li> </ul>

## 12. Greif Eastern Packaging

What's in a name? Greif gets its name from a family who built a packaging business that would grow into Greif Inc. The name Greif rhymes with life and is pronounced "gryfe." Greif is a leading supplier of industrial packaging products and services, growing from its beginnings in Cleveland, Ohio, to a global footprint across more than thirty countries and 200-plus locations.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Production Technician - Blowmould	<ul style="list-style-type: none"> <li>Primary, Secondary education or ITE</li> </ul>	<ul style="list-style-type: none"> <li>To hold the responsibilities of a skilled worker and produce good quality products and achieve daily target as plan.</li> </ul>	<ul style="list-style-type: none"> <li>5-days per week</li> <li>44 hours per week</li> <li>5 Pioneer Sector 3</li> </ul>
Production Technician - Large Drum	<ul style="list-style-type: none"> <li>Primary, Secondary education or ITE</li> </ul>	<ul style="list-style-type: none"> <li>To hold the responsibilities of a skilled worker and produce good quality products and achieve daily target as plan.</li> </ul>	<ul style="list-style-type: none"> <li>5-days per week</li> <li>44 hours per week</li> <li>5 Pioneer Sector 3</li> </ul>
Production Technician - SMD / Pail	<ul style="list-style-type: none"> <li>Primary, Secondary education or ITE</li> </ul>	<ul style="list-style-type: none"> <li>To hold the responsibilities of a skilled worker and produce good quality products and achieve daily target as plan.</li> </ul>	<ul style="list-style-type: none"> <li>5-days per week</li> <li>44 hours per week</li> <li>5 Pioneer Sector 3</li> </ul>

## 13. JEP Precision Engineering

JEP is a leading sub-contractor for the aerospace and the Oil & Gas industry in this region. Majority of our business derives from the Oil and Gas industry such as machining equipment tools for sub-sea and surface as well as the Aerospace industry which consists of machining parts such as engine rings, aero structures, and other components of today's modern aircrafts. With our team of expert engineers, JEP is also heavily involved in the conceptualization and development of fixtures and the manufacturing of machine cutters and tools for renowned machine tool builders.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
CMM Technician	<ul style="list-style-type: none"> <li>• ITC / Higher NITEC / Diploma in QA or manufacturing related areas.</li> <li>• Minimum 2 years of relevant working experience in any industry</li> <li>• Ability to multi-task</li> <li>• Strong team player and able to work independently.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding and interpreting technical drawings for the quality inspection requirements which includes basic geometric dimension and tolerance.</li> <li>• Able to use various types of measuring equipment including CMM etc.</li> <li>• Hands on knowledge of CMM (Mitutoyo, Zeiss, DEA)</li> <li>• Ensure in-process quality meets the specification and requirement stipulated in the work instructions or procedure.</li> <li>• Requires doing incoming, outgoing and in process inspection.</li> <li>• Perform inspection of parts as specified especially cosmetic appearance.</li> <li>• Capable of operating various measuring instruments like caliper, micrometers.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days a week</li> <li>• 8-hours per day</li> <li>• 16 Seletar Aerospace Crescent</li> </ul>
CNC Programmer	<ul style="list-style-type: none"> <li>• Higher NITEC level education in technical engineering studies or GCE "O" level with at least 3 years of working experience in precision engineering manufacturing environment.</li> <li>• Familiar with CAD software like SolidWorks &amp; UG is an advantage.</li> <li>• Knowledge of MS Office applications (e.g., Word, Excel)</li> <li>• Good interpersonal and communication skills</li> <li>• Able to work independently and multi-task with a strong sense of responsibility.</li> <li>• Able to work as a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop efficient CNC Program for Milling and Turning using NX, Solid CAM or NX software.</li> <li>• Monitor and improve production cycle time and cost.</li> <li>• Design simple Tools and Fixtures to support the production process.</li> <li>• Provide technical support to the production department.</li> <li>• Interpret technical drawing and blueprint.</li> <li>• Participate in cost reduction, quality improvement, safety awareness and other activities for continual improvement.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days a week</li> <li>• 8-hours per day</li> <li>• 16 Seletar Aerospace Crescent</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Machinist	<ul style="list-style-type: none"> <li>• Minimum PSLE / N / O level qualification or ITE</li> <li>• Preferably with minimum 1 year experience in precision machining</li> <li>• No experience required as training will be provided.</li> <li>• Able to work on rotating shifts.</li> <li>• Only Singaporeans / SPRs need apply.</li> </ul>	<ul style="list-style-type: none"> <li>• Operate CNC machines.</li> <li>• Measure, examine, and test completed units to detect defects and ensure conformance to specifications, using precision instructions such as micrometers.</li> <li>• Set up, adjust, and operate all of the basic machine tools and many specialized or advanced variation tools in order to perform precision machining operations.</li> <li>• Align and secure holdings fixtures, cutting tools, attachments, accessories, and materials onto machines.</li> <li>• Monitor the feed and speed of machines during the machining process.</li> </ul> <p><b><u>We provide;</u></b></p> <ul style="list-style-type: none"> <li>• Clean and air-conditioned workshop.</li> <li>• Night shift allowance.</li> <li>• Attendance Incentive.</li> <li>• Meal Allowance.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days a week</li> <li>• 8-hours per day</li> <li>• 16 Seletar Aerospace Crescent</li> </ul>
Maintenance Technician	<ul style="list-style-type: none"> <li>• Minimum Diploma in Mechanical / Electrical Engineering</li> <li>• Minimum 2 years of relevant working experience in an aerospace / manufacturing in machining industry</li> <li>• In-depth knowledge of electrical and hydraulic systems.</li> <li>• Advanced understanding of general maintenance procedures and techniques</li> <li>• Familiarity with OSHA safety standards and regulations.</li> <li>• Excellent troubleshooting skills.</li> <li>• Must be well-organized and can prioritize tasks.</li> <li>• Good time-management skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Carry-out mechanical and basic electrical troubleshooting and repair of workshop machinery and facility equipment.</li> <li>• Carry-out mechanical, hydraulic, and pneumatic control troubleshooting and repair jobs.</li> <li>• Perform preventive and corrective maintenance in accordance with the yearly general machine servicing schedule and checklist.</li> <li>• Carry out machine maintenance record updating and recording.</li> <li>• Use and interpret electrical, electronic, pneumatic, and hydraulic diagrams as trouble shooting guide.</li> <li>• Maintain proper safekeeping of maintenance tools and measuring instruments.</li> <li>• Carry out safety inspection at workplace and follow safety procedures.</li> <li>• Carry out daily housekeeping.</li> <li>• Carry out daily equipment maintenance checks on assigned area.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days a week</li> <li>• 8-hours per day</li> <li>• 16 Seletar Aerospace Crescent</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
QC Inspector	<ul style="list-style-type: none"> <li>• Higher NITEC level education in technical engineering studies or GCE “O” level with at least 1 year of working experience in CMM programming.</li> <li>• Able to do shift work.</li> <li>• Knowledge of MS Office applications (e.g., Word, Excel).</li> <li>• Good interpersonal and communication skills</li> <li>• Able to work independently with a strong sense of responsibility.</li> <li>• Able to work as a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform First Article (FA) incoming, outgoing and in-process QA / QC inspections.</li> <li>• Maintain documentation and comply with QMS procedures.</li> <li>• Operate, maintain, and calibrate measuring instruments.</li> <li>• Perform inspection using Coordinate Measuring Machine (CMM).</li> <li>• Perform inspection of parts as specified on cosmetic appearance.</li> <li>• Interpret technical drawing and blueprint.</li> <li>• Perform housekeeping and cleaning of shop floor area.</li> <li>• Participate in cost reduction, quality improvement, safety awareness and other activities for continual improvement.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days a week</li> <li>• 8-hours per day</li> <li>• 16 Seletar Aerospace Crescent</li> </ul>
QMS Engineer	<ul style="list-style-type: none"> <li>• Minimum Diploma in Mechanical Engineering / Quality Management.</li> <li>• Minimum 2 years of relevant working experience in handling audits, ISO documentation, and preferably in aerospace / manufacturing industry.</li> <li>• Possess good knowledge in implementation of quality system (ISO 9001 / AS9100).</li> <li>• Proficient written and communication skills.</li> <li>• Efficiency in computer skills with proven competency.</li> <li>• Proactive and self-discipline.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain and Update current QMS systems for (AS9100, ISO 9001) and NADCAP system.</li> <li>• Plan &amp; organize internal audits and follow –up on corrective actions.</li> <li>• Manage customer and certification body audits and Document control on latest revisions.</li> <li>• Update Quality Manual, Procedures work instructions, Forms etc.</li> <li>• Plan and organize management reviews for QMS and NADCAP.</li> <li>• Reporting on Monthly Quality Performance and department KPI to the management</li> <li>• Conduct training for the related department.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days a week</li> <li>• 8-hours per day</li> <li>• 16 Seletar Aerospace Crescent</li> </ul>
Quality Engineer	<ul style="list-style-type: none"> <li>• Minimum Diploma in Mechanical Engineering / Quality Management.</li> <li>• Minimum 3 years of relevant working experience in aerospace / manufacturing industry.</li> <li>• Possess good knowledge in implementation of Quality Management System (ISO 9001 / AS9100).</li> <li>• Proficient in understanding engineering drawings with sound knowledge of GD&amp;T (Geometrical Dimensioning &amp; Tolerancing).</li> <li>• Knowledge and application of Quality Tools – SPC, PFMEA, related tools would be an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare FAI report.</li> <li>• Perform incoming inspection and verifying material certificate in conformity against customer regulatory requirement.</li> <li>• Champion product quality related discussion with supplier and/or customer.</li> <li>• Conduct process and product audits to ensure compliance with requirement.</li> <li>• Prepare concession / deviation report for non-conforming product to customer.</li> <li>• Lead the MRB (Material Review Board) meeting involving personnel from production, engineering, and quality department to address quality issues, root cause analysis, implementation of corrective action and its effectiveness.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days a week</li> <li>• 8-hours per day</li> <li>• 16 Seletar Aerospace Crescent</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"><li>• Proficiency in written and oral communication.</li><li>• Knowledge of Microsoft Office Excel, PowerPoint, Word.</li><li>• Team player with a high level of commitment and strong responsibility.</li></ul>	<ul style="list-style-type: none"><li>• Lead the team of QC inspectors in performing inspection of parts for conformity in accordance with the drawing requirement.</li></ul>	

## 14. Le-Plus Solutions

Le-Plus Solutions is a Singapore-based precision engineering company, boasts over 30 years of industry expertise. Our core specialization lies in CNC-machining of intricate small to medium-sized components. We serve a diverse clientele across sectors such as semiconductors, electronics, and automation. At Le-Plus Solutions, we take pride in delivering world-class engineering solutions, both pre-sales and post-sales, while maintaining close collaboration with our customers to address their unique requirements.

Job Positions	Pre-requisites	Key Responsibilities	Working hours / Location
CNC Manufacturing Engineer	<ul style="list-style-type: none"> <li>• Not available at time of printing.</li> </ul>		
CNC Milling Programmer	<ul style="list-style-type: none"> <li>• Able to read part drawings and usage of measuring equipment is a MUST.</li> <li>• Able to do CNC programming on Mastercam is a MUST.</li> <li>• Preferably with 5 years of related work experience in manufacturing environment for non - technically trained staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Review samples, drawings, or instructions to understand specifications of output and translate instructions into computer commands so the machines can perform the correct function.</li> <li>• Setup the machine in accordance with the CNC program for machining</li> <li>• Prepare a test run to check if the machines produce outputs according to specifications.</li> <li>• Set machines to complete full cycles to fabricate many parts.</li> <li>• Communicate with QA team to achieve production and quality targets.</li> <li>• Assist engineer in determining equipment, raw materials, and consumables.</li> <li>• Comply, enforce, and report deviances in workplace safety and health requirements with organizational procedure.</li> <li>• Ensure 5S housekeeping and safety precautions are always taken care of.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-days per week</li> <li>• 9am - 6pm</li> <li>• Kampong Ubi Industrial Estate</li> </ul>
CNC Operations Technician	<ul style="list-style-type: none"> <li>• Not available at time of printing.</li> </ul>		
QA Engineer & Machine Operator	<ul style="list-style-type: none"> <li>• Preferred Secondary, NTC certification holder from related CNC / Fabrication industry.</li> <li>• Preferably with 2 years of related work experience in a manufacturing environment for non - technically trained staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Track quality trends and provide feedback on abnormal line fallout and work closely with Engineering, Production on process improvement.</li> <li>• Interact and update customers for any special quality issue, evaluation, or Failure Analysis.</li> <li>• Attend meeting with customer and feedback action items to be followed up and timely respond of the Corrective Action Report to customer and closure of the actions.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-days per week</li> <li>• 9am - 6pm</li> <li>• Kampong Ubi Industrial Estate</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours / Location
	<ul style="list-style-type: none"> <li>• Able to read part drawing, usage of measuring equipment is a MUST.</li> </ul>	<ul style="list-style-type: none"> <li>• Performing general inspection of parts and products at the Incoming / In-Process / Outgoing gate.</li> <li>• Ensure non-conformance material or part timely disposed.</li> <li>• Work closely with Supplier and internal on component / part quality issue, follow up on corrective action or improvement action.</li> <li>• Generate Standard QA / QC inspection reports using Keyence LM1100 scope.</li> <li>• Provide support to QMS Team in performing the internal and external quality audit.</li> <li>• Track in-house quality performance and align with established KPI.</li> <li>• Take up any assignment or activities as and when assigned.</li> </ul>	
QA Inspector	<ul style="list-style-type: none"> <li>• Not available at time of printing.</li> </ul>		
Test and Quality Engineer			
Tool Room Machinist			

## 15. M & D Precision Technology

M & D Precision Technology Pte Ltd specializes in Precision Machining and Tooling for the Semiconductor and Electronic Industries.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
CNC Cylindrical Grinder	<ul style="list-style-type: none"> <li>• Minimum 1 year experience</li> <li>• At least N / O level and above</li> <li>• Excellent verbal and written communication skills</li> <li>• Ability to multitask, prioritize and show attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>• Set up and operate CNC cylindrical grinding machine.</li> <li>• Read and interpret drawings.</li> <li>• Responsible for quality product standards with no defects</li> <li>• Maintain materials, equipment, and work area in a clean and orderly condition.</li> <li>• Other duties as assigned.</li> <li>• Adhere to good quality and safety practices.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 8.00am to 6.00pm</li> <li>• 5014 Ang Mo Kio Ave 5</li> </ul>
Sales Engineer	<ul style="list-style-type: none"> <li>• Diploma, Advanced / Higher / Graduate Diploma.</li> <li>• At least 1 year of experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Sales Engineer primarily responsibility is to achieve the sales revenues set by the company or exceed the sales revenues agreed upon.</li> <li>• Develop new customers while maintaining a good relationship with the existing customers.</li> <li>• Maximize profitability in preparing costing prior to quoting to the customers.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 8.00am to 6.00pm</li> <li>• 5014 Ang Mo Kio Ave 5</li> </ul>

## 16. Makino Asia

Makino Asia is a fully integrated manufacturing company, incorporating research and development, engineering production and business administration under one roof. We produce the world's most accurate and highest quality metal-cutting and EDM machines— horizontal machining centers, vertical machining centers, 5-axis machining centers, graphite machining centers, and wire and sinker EDMs.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Advanced Robotics and Digitalization Intern	<ul style="list-style-type: none"> <li>• Mechatronics / Mechanical / Electrical Engineering, Automation, Robotics, SMaRT Manufacturing</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in the development of automation products and solutions.</li> <li>• Mechanical or electrical design, robot teaching, product validation, proof of concept.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 8am - 4:45pm</li> <li>• 2 Gul Ave</li> </ul>
Application Support Engineer	<ul style="list-style-type: none"> <li>• Diploma / Degree in Mechanical Engineering or equivalent</li> <li>• 1-3 years of relevant working experience in Aerospace Industry</li> <li>• Familiar with 3 or 5 axis CAM Programming and Process Development</li> <li>• High level of interpersonal skills and integrity</li> <li>• Solid team player</li> <li>• Good communication skill</li> <li>• Willing to travel overseas for the long term.</li> <li>• Candidates with no experience are welcome to apply.</li> </ul>	<ul style="list-style-type: none"> <li>• Execute a project or test cut for Aerospace and PM part.</li> <li>• Doing time study and making a fixture concept for Aerospace and PM HV part</li> <li>• Provide machine operation training to customers.</li> <li>• Provide on-site technical support for presales activities.</li> <li>• Actively visiting customer for post-sales support</li> <li>• Preparing Aerospace sample for sales usage</li> <li>• Runoff for HV PM</li> <li>• Follow the workplace safety and health system, safe work procedures or safety rules implemented at the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 8am - 4:45pm</li> <li>• 2 Gul Ave</li> </ul>
Manufacturing Engineer (Mechanical)	<ul style="list-style-type: none"> <li>• Diploma / Degree in Mechanical / Manufacturing Engineering or related discipline</li> <li>• Proficiency in Microsoft Word, Excel, PowerPoint</li> <li>• Proficiency in SolidWorks, SAP, SQL, Share Points, DWG Editor is a plus.</li> <li>• Able to lead, motivated, driven, and good communication skills.</li> <li>• A team player with a sense of responsibility and urgency</li> <li>• Good interpersonal and communication skills.</li> <li>• Experience in CNC Machinery assembly process and automation will be advantageous.</li> <li>• Experience in fixture / jig design, hands on and</li> </ul>	<ul style="list-style-type: none"> <li>• Provide sustaining Engineering support to CNC machinery assembly process.</li> <li>• Support manufacturing / assembly process improvement.</li> <li>• Support failure analysis and cost reduction through value engineering activities.</li> <li>• Support all process validation activities.</li> <li>• Design and prepare the necessary fixture / tooling for production usage purpose.</li> <li>• Setup and maintain Bill of Material (BOM) and process routing in SAP.</li> <li>• Prepare process manual and check sheet for production usage.</li> <li>• Support engineering activities to improve manufacturing operation key performance indicators such as quality, waste, efficiency.</li> <li>• Maintain and ensure systems and procedures follow ISO, Regulatory and housekeeping requirements.</li> <li>• Plan and execute activities with other departments to ensure common goals are met.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 8am - 4:45pm</li> <li>• 2 Gul Ave</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	new technology introduction will be advantageous.	<ul style="list-style-type: none"> <li>Performs design and development engineering assignments related to activities for equipment and systems layouts in plant and production facilities.</li> <li>Support new product introduction (NPI) and product transfer to China / India</li> <li>Follow the workplace safety and health system, safe work procedures or safety rules implemented at the workplace.</li> </ul>	
Metal Fabrication Intern	<ul style="list-style-type: none"> <li>Mechanical Engineering, Knowledge of SAP systems, MS Office with advanced Excel knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>Follow up the routine purchasing activities and develop Supplier Performance Scoring system.</li> <li>Supplier on-time delivery and cost comparison.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>8am - 4:45pm</li> <li>2 Gul Ave</li> </ul>
Quality Assurance Intern	<ul style="list-style-type: none"> <li>Mechatronic / Mechanical Engineering Project Management, MS Office Application, Communication, and interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>Digital Project / Kaizen Project</li> <li>Handle projects and schedule follow up, Hands-on skill with tooling and measurement tools.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>8am - 4:45pm</li> <li>2 Gul Ave</li> </ul>
R&D Electrical Design Engineer (EDM)	<ul style="list-style-type: none"> <li>Masters / Degree in Electrical &amp;/or Electronics Engineering</li> <li>2-5 years of industrial experience in electrical circuit / control circuit design</li> <li>Good knowledge of Electrical Design.</li> </ul> <p><b><u>Basic knowledge of the following:</u></b></p> <ul style="list-style-type: none"> <li>SolidWorks electrical, Cadra, EPLAN, etc.</li> <li>PLC programming of Fanuc, Siemens, B&amp;R, Mitsubishi, etc.</li> <li>Attention to detail and time consciousness at work.</li> <li>Good team player &amp; a quick learner</li> <li>Candidates with no experience are welcome to apply.</li> </ul>	<p><b><u>Dynamic Engineer to be able to perform following main roles:</u></b></p> <ul style="list-style-type: none"> <li>Independently and proactively develop and validate new unique engineering designs.</li> <li>Contribute with new &amp; innovative engineering solutions to improve electrical design of various products.</li> <li>What You Can Expect of the Job</li> <li>For Makino Asia Products (EDM), tasks to be performed under the supervision of R&amp;D Senior Engineers</li> <li>To assist electrical designs, assigned</li> <li>To be able to complete given tasks in time.</li> <li>To be able to study customization requirements.</li> <li>To prepare the Engineering Documents</li> <li>To demonstrate creativity through design</li> <li>Follow the workplace safety and health system, safe work procedures or safety rules implemented at the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>8am - 4:45pm</li> <li>2 Gul Ave</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
SAP Applications Engineer	<ul style="list-style-type: none"> <li>• Degree in Computer related field</li> <li>• Experience with SAP Application</li> <li>• Able to write simple script or program to automate some operations.</li> <li>• Excellent problem-solving and troubleshooting skills.</li> <li>• Strong communication and collaboration skills.</li> <li>• Able to converse in Chinese language is a plus, for China support.</li> </ul>	<ul style="list-style-type: none"> <li>• As an integral part of our SAP support and administration team, you will be responsible for ensuring the optimal performance, availability, security, and governance of our SAP landscape.</li> </ul> <p><b><u>On-prem tasks:</u></b></p> <ul style="list-style-type: none"> <li>• Manage and maintain SAP User IDs &amp; accesses.</li> <li>• Manage transport of SAP software changes between systems.</li> <li>• Conduct yearly SAP Authorization Review.</li> <li>• Document system configurations, procedures, and changes.</li> <li>• Take full responsibility for SAP audit activities.</li> </ul> <p><b><u>Cloud related tasks:</u></b></p> <ul style="list-style-type: none"> <li>• Manage and liaise with SAP Enterprise Cloud Services.</li> <li>• Perform simple SAP Basis maintenance, such as client copy.</li> <li>• Conduct yearly SAP DR exercise.</li> <li>• Resolve issues should it happen.</li> <li>• Regular monitoring for SAP systems.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 8am - 4:45pm</li> <li>• 2 Gul Ave</li> </ul>

## 17. Meiban Corp Holdings

Meiban Group is an EMS provider with capabilities ranging from design and development, in-house mold making, plastic injection molding, PCB production and assembly to full product assembly. Meiban has more than 30 years of experience as one of Singapore's top contract manufacturers based in Singapore, Malaysia, and China.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Assistant Document Control Executive	<ul style="list-style-type: none"> <li>pending job details</li> </ul>	<p><b><u>General Function:</u></b></p> <ul style="list-style-type: none"> <li>Ensure effective documentation and implementation of QMS documents.</li> <li>Supports any activities that are QMS related.</li> </ul> <p><b><u>Duties and responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>Control and release of QMS documentation in Document Control Center within the company.</li> <li>Maintain and control of document master list and QA record retention master list.</li> <li>Maintain and control the distribution of QMS documentation within the company.</li> <li>Control and Compile documentation for QMS certifications.</li> <li>Maintain and control external documents such as standards and customer documents.</li> <li>Supports and provides documents and quality records for any internal and external audit.</li> <li>Ensure the tidiness and accuracy of documents and/or records before uploading into the central control.</li> <li>Control and document changes to new and revised documents via OA system.</li> <li>Create, update, and publish quality newsletter for the changes of QMS.</li> <li>Conduct Good Documentation Practice (GDP)</li> <li>Perform any other tasks as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>pending job details</li> <li>26 Ang Mo Kio Industrial Park 2</li> </ul>
Assistant Production Supervisor	<ul style="list-style-type: none"> <li>pending job details</li> </ul>	<ul style="list-style-type: none"> <li>Oversee all processes, procedures and manpower along production line and ensure smooth day-to-day operation.</li> <li>Responsible for manpower and machines allocation to meet customers' requirements and schedules.</li> <li>Plan and implement training for operators, technicians and material handlers and ensure they are trained and developed to perform their jobs competently.</li> <li>Troubleshoot on molding processes, develop, and implement corrective and preventive actions for discrepancies to ensure problems are contained and rejects are kept to a minimum.</li> <li>Oversee and ensure timely maintenance of all machinery and equipment and proper records are done as per procedure.</li> <li>Hands on in Molding process with experience in similar manufacturing environment.</li> </ul>	<ul style="list-style-type: none"> <li>pending job details</li> <li>26 Ang Mo Kio Industrial Park 2</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Planner	<ul style="list-style-type: none"> <li>• Polytechnic Diploma with at least 3 years of relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Interface with various functional areas to resolve and co-ordinate scheduling activities to meet committed plans and customers' sales order requirements.</li> <li>• Involve in monthly physical inventory count and monitor on stock movement.</li> <li>• Liase with buyer to purchase materials required for production run and ensure materials are sufficient to supply to the line and not to jeopardize shipment.</li> <li>• Monitor any P/Os received from customers and follow up closely on the delivery dates and quantity to be fulfilled.</li> <li>• Involve in daily Production meeting to plan, deliver &amp; co-ordinate resources / machines to meet customers' requirements on time.</li> <li>• Update inventory movements in SAP system.</li> <li>• Assist Manager in:                             <ul style="list-style-type: none"> <li>• Daily / Monthly Production Plan</li> <li>• Monthly reporting on delivery performance</li> <li>• Delivery commitments to customer.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• pending job details</li> <li>• 26 Ang Mo Kio Industrial Park 2</li> </ul>
Production Supervisor	<ul style="list-style-type: none"> <li>• pending job details</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee all processes, procedures and manpower along production line and ensure smooth day-to-day operation.</li> <li>• Responsible for manpower and machines allocation to meet customers' requirements and schedules.</li> <li>• Plan and implement training for operators, technicians and material handlers and ensure they are trained and developed to perform their jobs competently.</li> <li>• Troubleshoot on molding processes, develop, and implement corrective and preventive actions for discrepancies to ensure problems are contained and rejects are kept to a minimum.</li> <li>• Oversee and ensure timely maintenance of all machinery and equipment and proper records are done as per procedure.</li> <li>• Hands on in Molding process with experience in similar manufacturing environment.</li> </ul>	<ul style="list-style-type: none"> <li>• pending job details</li> <li>• 26 Ang Mo Kio Industrial Park 2</li> </ul>
Project Engineer	<ul style="list-style-type: none"> <li>• Polytechnic Diploma or Degree with at least 2 years of relevant experience.</li> </ul>	<p><b><u>Lead and oversee assigned Projects of existing or new customers:</u></b></p> <ul style="list-style-type: none"> <li>• Lead and rally relevant resources from Mold Shop, Manufacturing, QA, Materials to manage Project activities and timeline to ensure customers' expectations and requirements are met.</li> <li>• Communicate effectively with customers and provide all necessary services to ensure customer satisfaction during project phase.</li> <li>• Carried out product costing and analysis.</li> <li>• Ensure the following Project tasks are carried out effectively:                             <ul style="list-style-type: none"> <li>• Perform Team feasibility, DFM (design for manufacturing), mold flow analysis etc.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• pending job details</li> <li>• 26 Ang Mo Kio Industrial Park 2</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> <li>• Manage project expenses like tooling, materials, other project expenses etc. to meet budget.</li> <li>• Ensure material availability for testing and initial production startup.</li> <li>• Perform mold test, part measurements to meet product specifications.</li> <li>• Perform proper documentation of Project File that includes Product drawings, Tool DFM, Mold tests, window studies, Molding parameters, project schedule, etc.</li> <li>• Ensure smooth and proper handover of Projects to Production. Conduct training to relevant parties to ensure knowledge and lesson learnt are documented and know how are transferred in a sustainable manner.</li> <li>• Familiarize yourself with ISO 13485 / 9001 standards and any special customer standards e.g. Certified Supplier Program and ensure necessary documentations and practices comply with these standards.</li> <li>• Participate actively in Management initiatives to resolve critical issues, improve overall operational performances / productivities etc.</li> </ul>	
QA Engineer	<ul style="list-style-type: none"> <li>• pending job details</li> </ul>	<p><b><u>General Function:</u></b></p> <ul style="list-style-type: none"> <li>• Assist QA Manager to plan, co-ordinate and oversee all Quality Assurance activities to support manufacturing operation.</li> <li>• Ensure proper control, maintenance and updating of QA documentation system.</li> <li>• Assist in implementing quality policies and achieving quality objectives.</li> </ul> <p><b><u>Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• Assure that new / existing manufacturing processes can produce products in conformance with customer specifications.</li> <li>• Oversee in the proper qualification of all molds and processes.</li> <li>• Initiate action to prevent product non-conformity.</li> <li>• Monitor effectiveness of preventive and corrective actions.</li> <li>• Control further processing and delivery of non - conforming products until the deficiency or unsatisfactory condition has been corrected and prevented.</li> <li>• Manage QA audit function in release of finished products ensuring that objectives of timeliness as well as quality assurance are attained at outgoing.</li> <li>• Provide QA inputs to Production in resolving quality related problems at in-process and final inspection.</li> <li>• Publish reports on Quality Performance.</li> <li>• Liaise with customers and vendors pertaining to quality matters.</li> </ul>	<ul style="list-style-type: none"> <li>• pending job details</li> <li>• 26 Ang Mo Kio Industrial Park 2</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> <li>• Support mold test projects by overseeing the development of quality plans, executing inspection &amp; testing activities and work further with production on follow - up of these activities.</li> <li>• Prepare training plan and materials for QA leader and inspectors.</li> <li>• Ensure proper documentation of SOPs, supporting procedures &amp; QA specification &amp; update to reflect latest status.</li> <li>• Work closely with production to ensure all corrective actions to customers are implemented and documented.</li> <li>• Review and endorse work instructions, rework procedures and all subsequent changes in other departments such as Production, Materials Department to ensure they are established to meet the necessary quality standards and requirements.</li> <li>• Analysis data and used it in improvement and control of quality.</li> <li>• Manage and execute projects assigned by the management.</li> </ul>	
QMS Manager	<ul style="list-style-type: none"> <li>• Knowledge and experience</li> <li>• Degree preferred or higher Professional Diploma with a minimum of 6 years of working experience.</li> <li>• Preferred to work as an QMS Manager before in manufacturing environment.</li> <li>• Preferred to be a Lead auditor or qualified auditor.</li> <li>• Able to drive, lead, present to management.</li> <li>• Able to communicate well with others.</li> <li>• Strong negotiation skills</li> <li>• Understand and appreciate relevant legal</li> </ul>	<p><b>Primary Function:</b></p> <ul style="list-style-type: none"> <li>• Ensure effective documentation and implementation of Quality Management System in all Micro sites.</li> <li>• To act as a link among Meiban, Customer and regulatory authorities; ensuring the products are manufactured and distributed in compliance with appropriate legislation.</li> <li>• To set up a central DCC to control documents of all Micro sites.</li> </ul> <p><b>General Function:</b></p> <ul style="list-style-type: none"> <li>• Ensure effective documentation and implementation of Quality Management System so that the Company is always audit-ready.</li> <li>• Drive, lead, and prepare the team for all internal and external audits.</li> <li>• Ensure new registration or renewal of product licenses to relevant authority to obtain product approval for manufacturing or delivery.</li> </ul> <p><b>Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Effective Quality Management System in the Company</li> <li>• Plan and execute annual Internal Audit to ensure all the Quality Systems and procedures are effectively reviewed, implemented and auditable.</li> <li>• Develop and implement additional plans such as monthly processes and product.</li> <li>• Audits, Quality training to complement the efforts to ensure an effective Quality Management System.</li> </ul>	<ul style="list-style-type: none"> <li>• pending job details</li> <li>• 26 Ang Mo Kio Industrial Park 2</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> <li>• Ensure all electronic software implemented can integrate into our Quality Management system.</li> <li>• Drive the team to ensure all electronic and automated systems meet Regulatory and QMS Requirements.</li> <li>• Ensure all adopted electronic and automated systems in our QMS are validated.</li> <li>• Review and endorse all SOP, PF, Work instruction to ensure compliance with</li> <li>• ISO standards and our quality management System.</li> <li>• To consolidate and streamline WI and forms in our operations and QMS to ensure Operational effectiveness.</li> <li>• Work with the respective department to create new procedures for any new process adopted in the company.</li> <li>• Overseas the documentation Control function for the quality Management System.</li> <li>• Ensure proper documentation and updating of SOP, supporting procedures, customer specifications / 2D &amp; 3D drawing, QA specification etc.</li> <li>• Ensure monthly Operation meeting and half yearly management review meeting are conducted per planned schedule.</li> <li>• Report to Management on the performance of Quality Management system and any need for improvement.</li> <li>• Promote awareness in the company of any new changes in regulatory.</li> <li>• Manage adverse event reporting to regulatory authority.</li> <li>• Responsible to reply to Customer survey or questionnaire related to quality management system.</li> <li>• Setup the quality management system in any new Micro site.</li> <li>• Develop more Internal auditors in the company to support in the internal audit.</li> <li>• Facilitate and provide guidelines to the Assistant Manager and engineer in implementing any new quality system or procedures.</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
SAP Developer	<ul style="list-style-type: none"> <li>• Familiar with ABAP Programming</li> <li>• Experience in SQL database development, including schema design, queries, and performance optimization.</li> <li>• Experience in project implementation and deployment.</li> <li>• Knowledge in SAP ERP module (Especially MM, PP, SD)</li> <li>• Good communication and collaboration skills.</li> <li>• Ability to troubleshoot and solve problems, self-starter, and coach others in a collaborative environment.</li> <li>• SAP Basis know-how is beneficial.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to debug and understand ABAP code.</li> <li>• Design and implement technical solutions for conversions, interfaces, enhancements, reports, forms, and workflows by using call transactions, user exits, add-ons, standard data transfer, dialog programming, SAP Script.</li> <li>• Have a good understanding of SAP best practices.</li> <li>• Assist in the creation and preparation of required documentation of the system.</li> <li>• To perform both functional and technical support in SAP MM / PP / SD Module</li> <li>• To determine and gather the user requirements, transform business requirements into application specifications, and advise for business process improvement (if any).</li> <li>• Provide support to end users during UAT and post-go live.</li> <li>• Work together with other teams to ensure successful implementation.</li> </ul>	<ul style="list-style-type: none"> <li>• pending job details</li> <li>• 26 Ang Mo Kio Industrial Park 2</li> </ul>

## 18. Metalcool

With over two decades of experience in the precision engineering industry, Metalcool is a leading provider of metalworking solutions. We specialize in offering customized solutions to cater to the specific needs of our clients. We are committed to being a dynamic and innovative company that is dedicated to delivering the highest level of quality and service to our customers. From operating reliable processes to ensuring guaranteed good workmanship, our team is continuously developing improvement programs to achieve the highest level of productivity and excellent customer service.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Accounts Assistant	<ul style="list-style-type: none"> <li>• Good communication (written and verbal) and self-management skills,</li> <li>• Good organizational skills and the ability to multi-task.</li> </ul>	<ul style="list-style-type: none"> <li>• Generate Delivery Orders and Invoicing Documents</li> <li>• Send monthly statement of accounts and follow up on payment, answer phone calls and attend to walk in customers, planning of driver delivery route.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 8.00am - 5.45pm</li> <li>• 48 Toh Guan Rd E</li> </ul>
Business Development Representative	<ul style="list-style-type: none"> <li>• Some knowledge of the precision engineering industry including manufacturer operations, retailer / sales operations</li> <li>• Customer Service operations, training operations and industry bodies</li> <li>• A positive and proactive attitude aligned to the ability to work comfortably alone or in a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Generates, develops, and responds to business leads.</li> <li>• Researches and qualifies the new and existing customer needs.</li> <li>• Supports business growth by visiting and liaising with prospective new and existing customers.</li> <li>• Provides detailed research and mapping information on client requirements and operates in a timely manner to hand-over to the appropriate departments.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 8.00am - 5.45pm</li> <li>• 48 Toh Guan Rd E</li> </ul>
Sales Coordinator	<ul style="list-style-type: none"> <li>• Good communication (written and verbal) and self-management skills.</li> <li>• Good organizational skills and the ability to multi-task.</li> </ul>	<ul style="list-style-type: none"> <li>• Generate new and after-sales quotations.</li> <li>• Following up on all quotations by making outbound calls to customers to ensure completion of the sales cycle.</li> <li>• Understanding customers' needs to identify additional sales opportunities.</li> <li>• Provide additional information to customer if requested,</li> <li>• Other administrative duties such as answering inbound phone calls, updating, and maintaining sales reporting records, any ad-hoc duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 8.00am - 5.45pm</li> <li>• 48 Toh Guan Rd E</li> </ul>

## 19. Omega Integration

Omega Integration is the end-to-end systems integration solution provider for telecommunication and related engineering systems. With 25 years of experience catering to the challenging demands of the global oil and gas industry, we have the best solution to fit your unique requirements.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Assistant Manager / Manager, Procurement	<ul style="list-style-type: none"> <li>• Minimum of 5 years' working experience.</li> <li>• Knowledge of computer software application. E.g. word, excel.</li> <li>• Knowledge in Harsh Environment and TSI.</li> <li>• Able to handle General Administration.</li> <li>• Strong interpersonal skills and hands-on, positive work attitude.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for identifying the need, follow through product's requirement and specifications at the right quality.</li> <li>• Responsible to source, negotiate, purchase, monitor, manage and improve require delivery time at a cost-effective saving way.</li> <li>• Plan and execute cost saving and reduction program and activities.</li> <li>• Assist in expediting, including and not limiting interface with local and overseas suppliers for any contractual agreement and urgent requirement.</li> <li>• Establish and maintain communication, working closely with internal customers to meet tight timeline.</li> <li>• Pre-qualify, evaluate, and assess suppliers' performance to meet company's requirements.</li> <li>• All other procurement activities including of price calculation, discounts, or freight charges prior to generate and process purchase orders, follow up with good credit terms negotiation and application, resolution of invoicing discrepancies from suppliers, and maintaining of Approved Vendors List.</li> <li>• Maintain and update all related documents and data that will support procurements activities and management administratively, conformity, legality and commercially.</li> <li>• Scope of responsibility also covers affiliate and branch offices.</li> <li>• Hands-on operations are expected when required.</li> <li>• Review and propose process improvement.</li> <li>• Additional responsibilities and job scope to be assigned from time to time by immediate superior.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8:30am - 6:00pm</li> <li>• 1 Bukit Batok Street 22</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Document Control	<ul style="list-style-type: none"> <li>• Degree / Diploma in Engineering with at least 1 year's relevant experience in project organization.</li> <li>• Possess good experience in handling documentation and achieving timeline targets.</li> <li>• Good exposure in a project team environment to act as a control for document control.</li> <li>• Resourceful with good communication skills in between different departments.</li> <li>• Able to work independently, responsible, and self-motivated.</li> <li>• Able to do simple business correspondence independently.</li> <li>• Minimum of 1 years working experience with project organization.</li> <li>• Good working knowledge of Microsoft Excel.</li> </ul>	<ul style="list-style-type: none"> <li>• Your role is to facilitate the project documentation process.</li> <li>• You will primarily look at the project document requirement and fulfill the demands by creating and verifying the VDRL on a weekly basis.</li> <li>• Your key metrics will be to monitor and ensure smooth On-time Document Submission.</li> <li>• Work with Project team to verify contractual documentation requirement and create a documentation register (e.g. VDRL) for each project.</li> <li>• Monitor and maintain documentation register for each project on a weekly basis.</li> <li>• Prepare the project documentations completion report for PM and Management.</li> <li>• Establish and ensure that document structure guidelines and definitions are consistently applied across the organization.</li> <li>• Work closely with Project Engineers and stakeholders to ensure adherence to document structure guidelines and definitions.</li> <li>• Print and submit documentation to customers which adhere to organization's guidelines and customers' requirements.</li> <li>• Archive project documentations (transmittals, documents, comment sheets, etc.) in Open Text.</li> <li>• Ad-hoc documentation duties.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8:30am - 6:00pm</li> <li>• 1 Bukit Batok Street 22</li> </ul>
Drafter	<ul style="list-style-type: none"> <li>• Diploma or Technical Certificate (ITE-NTC2) in Electrical &amp; Electronic Engineering or equivalent.</li> <li>• Minimum 2 years working experience in drafting using AutoCAD.</li> <li>• Can perform drawings according to engineering design and possess good communication skills.</li> <li>• Knowledge of basic computer software application. e.g. Word, Excel.</li> <li>• Able to adapt / follow the standards set by the Drafting department.</li> <li>• Able to work independently.</li> </ul>	<ul style="list-style-type: none"> <li>• Transform sketch designs using computer aided designs (CAD) into working documents.</li> <li>• Generate engineering drawing and designs to ensure adherence to established specifications and standards.</li> <li>• Co-ordinate with Projects and internal departments on drawings and documents for issue and filing.</li> <li>• Maintain Electronic File Naming Conventions and the overall drawing register in controlled documents.</li> <li>• Work with Projects on instructions and pre-established guidelines to perform the functions of a drafter.</li> <li>• Assist in engineering related documentation / administration and any other duties as assigned from time to time.</li> <li>• To ensure company drafting standard style is adhered to on all drawings and improve the standard continually.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8:30am - 6:00pm</li> <li>• 1 Bukit Batok Street 22</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Engineer / Senior Engineer, Project & System Design	<ul style="list-style-type: none"> <li>• Diploma or Degree in Telecommunications, Electrical &amp; Electronic Engineering, Computer Science, Information Technology or equivalent.</li> <li>• 1 to 4 years of experience in marine, shipyard, petrochemical, power plant, oil &amp; gas, or other harsh industries and as Lead Project Engineer with engineering background.</li> <li>• Able to lead a team of project engineers to meet various project schedules, costing, customer expectation etc.</li> <li>• Demonstrate good interpersonal skill; coordinate with inter-department head to achieve company goals.</li> <li>• Good project execution and management skill.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist Manager to manage and execute the projects to be cost effective, meet timely delivery, quality standards and client expectation.</li> <li>• Participate as a team member or lead a small team by coordinating all project related activities, from definition, design, development to deployment stages.</li> </ul> <p><b><u>Project / Practice Management (60%):</u></b></p> <ul style="list-style-type: none"> <li>• Lead and execute project work plans and revises as appropriate to meet changing needs and requirements.</li> <li>• Lead team to meet daily schedules on operational aspects of all projects and related activities.</li> <li>• Effectively apply Omega methodology throughout the project execution.</li> <li>• Minimize Omega's exposure and risk on projects.</li> <li>• Ensure project documents are complete, current, and stored appropriately.</li> <li>• Keep Project Manager well informed of status of project and serve as liaison between Project and Procurement / Sales / Assembly / Logistics / QA departments.</li> </ul> <p><b><u>Customers (25%)</u></b></p> <ul style="list-style-type: none"> <li>• Manages customer interaction and expectations through regular updates of project status and communicates with customers on his needs and requests.</li> <li>• Coordinate with customers, end users, engineering consultants, certification bodies, suppliers, principals etc. on engineering designs, documents / drawings submission and approval, testing and commissioning schedule and job scope.</li> </ul> <p><b><u>Internal Liaison (15%)</u></b></p> <ul style="list-style-type: none"> <li>• Work with the Service team in project executions; providing technical documents to enable them to perform testing, commissioning, repair, and maintenance tasks locally / overseas, onshore and offshore.</li> <li>• Advise Service Engineers on the system setup and functionality during IAT and FAT stages.</li> <li>• Be responsible for the tools and parts issued under his care.</li> <li>• Observe and implement the company EHS policy; ensure compliance with all safety policies, practices, and procedures always.</li> <li>• Work within project deadlines and prioritize tasks from time to time as scheduled.</li> <li>• Perform site testing and commissioning as required.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8:30am - 6:00pm</li> <li>• 1 Bukit Batok Street 22</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> <li>Any other duties assigned by immediate Superior.</li> </ul>	
Engineer / Senior Engineer, Service	<ul style="list-style-type: none"> <li>Degree in Electrical &amp; Electronic Engineering or equivalent.</li> <li>Minimum 4 years of relevant working experience.</li> <li>Basic knowledge on Network System.</li> <li>Good knowledge of one or two of the following: telecommunication, public announcement systems, navigation systems.</li> <li>Service oriented with analytical and problem-solving skills.</li> <li>Willing to travel and stay overseas for a period of up to 4 weeks.</li> <li>Able to work independently and meet schedules.</li> </ul>	<p><b>Customer Service (60%)</b></p> <ul style="list-style-type: none"> <li>Represent OMEGA in dealing with customers' concerns.</li> <li>To provide quality support to customers' technical enquiries.</li> <li>To communicate with customers on his needs and request for service.</li> <li>To perform repair, installation and commissioning of Marine Communication and Navigational equipment.</li> <li>To troubleshoot complex technical faults, report findings and communicate with Projects, Sales and customers for solutions and feedback.</li> <li>Interact with end-users to explain the failure mode in detail.</li> <li>Travel to customer sites as circumstances dictate; 60-70% of the time will travel around the globe to attend to break downs &amp; repair onboard vessels; otherwise in Singapore supporting the same activities.</li> </ul> <p><b>Internal Liaison (25%)</b></p> <ul style="list-style-type: none"> <li>Assist the project team in project executions; in providing technical expertise in field / site works.</li> <li>Be responsible for the tools and parts issued under his care.</li> <li>To observe and implement the company EHS policy; ensure compliance with all safety policies, practices, and procedures always.</li> <li>Able to meet project deadlines and prioritize tasks from time to time as scheduled.</li> <li>Any other duties assigned by immediate Superior.</li> </ul> <p><b>Reporting (15%)</b></p> <ul style="list-style-type: none"> <li>To report on the jobs carried out in the standard service report form; report on the productivity hours and tasks performed.</li> <li>To summarize service reports per project for team for submission to the Manager, Service.</li> <li>To report on team's achievements on a monthly and quarterly basis.</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>8:30am - 6:00pm</li> <li>1 Bukit Batok Street 22</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Engineer, QEHS	<ul style="list-style-type: none"> <li>• Degree or Diploma in Engineering / Electrical and Electronics.</li> <li>• Possess in-depth knowledge in ISO9001, 14001 &amp; 45001.</li> <li>• At least 3 years' experience in the electronics industry.</li> <li>• Work experience in the electrical / electronics industry will be an added advantage.</li> <li>• Work wells under pressure.</li> <li>• Good interpersonal skills.</li> <li>• Willingness to learn new skills.</li> <li>• Able to work OT.</li> </ul>	<ul style="list-style-type: none"> <li>• Manage quality related activities throughout the design, project execution, assembly and testing phase.</li> <li>• Perform Quality Control Activities as required to ensure product conformance with relevant industry standards and specifications.</li> <li>• Work closely with the project team in failure investigation of product.</li> <li>• Adhere to safety policies and procedures in accordance with Safety Management System. Including:</li> <li>• Active participation and contribution in safety meetings.</li> <li>• Report all hazardous and unsafe acts.</li> <li>• Actively promote positive safety culture.</li> </ul> <p>Adhere to Quality policies and procedures in accordance with the Quality Assurance System <b>including:</b></p> <ul style="list-style-type: none"> <li>• Compliance with work instructions.</li> <li>• Raising corrective actions for all non-conformances.</li> <li>• Identifying areas requiring improvement and/or audit.</li> </ul> <ul style="list-style-type: none"> <li>• Implement and work in accordance with the Quality Management System manuals and procedures.</li> <li>• Performs process checks / inspections in accordance with industrial specifications.</li> <li>• Ensure on-time calibration is carried out for all in-house inspections, testing equipment / devices and maintenance of all calibration records as per document control process.</li> <li>• Identifying and feedback areas of improvement in the current operational processes.</li> <li>• Perform documentation (e.g. Work Instruction, Process / equipment checklist, etc.) review and update when required.</li> <li>• Participate in internal audits when required.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8:30am - 6:00pm</li> <li>• 1 Bukit Batok Street 22</li> </ul>
Executive, Procurement	<ul style="list-style-type: none"> <li>• Minimum of 2 years working experience.</li> <li>• Knowledge of computer software application. e.g. Word, Excel.</li> <li>• Able to handle General Administration.</li> <li>• Strong interpersonal skills and hands-on, positive work attitude.</li> <li>• Technical knowledge will be an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for identifying the need, follow through product's requirement and specifications at the right quality.</li> <li>• Responsible to source, negotiate, purchase, monitor, manage and improve required delivery time at a cost-effective saving way.</li> <li>• Assist and support to spear head on all cost saving and reduction program and activities.</li> <li>• Expedite, including and not limiting interface with local and overseas suppliers for any contractual agreement and urgent requirement.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8:30am - 6:00pm</li> <li>• 1 Bukit Batok Street 22</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> <li>• Establish and maintain communication, working closely with internal customers to meet tight timeline.</li> <li>• Pre-qualify, evaluate, and assess suppliers' performance to meet company's requirements.</li> <li>• All other procurement activities including of price calculation, discounts, or freight charges prior to generate and process purchase orders, follow up with good credit terms negotiation and application, resolution of invoicing discrepancies from suppliers, and maintaining of Approved Vendors List.</li> <li>• Maintain and update all related documents and data that will support procurements activities and management administratively, conformity, legality and commercially.</li> <li>• Additional responsibilities and job scope to be assigned from time to time by immediate superior.</li> </ul>	
Planner & Expeditor, Project & System Design	<ul style="list-style-type: none"> <li>• Degree / Diploma in Business / Engineering</li> <li>• Minimum of 1-2 years of working experience in a project organization</li> <li>• Good exposure in MS Excel and Project apps.</li> <li>• Good exposure in a project management environment to act as a control for scheduling and execution of projects.</li> <li>• Resourceful with good communication skills in between different departments.</li> <li>• Possess good experience in expediting schedules and achieving timeline targets.</li> <li>• Good knowledge of MS Word and PowerPoint will be an advantage.</li> <li>• Knowledge of purchasing and logistic flow.</li> </ul>	<ul style="list-style-type: none"> <li>• Your role is to facilitate the development of strategic project plans, which can help the organization meet its growth goals.</li> <li>• You will primarily look at the requirement levels in the business and fulfill the demands by verifying the Master Schedule on a weekly basis.</li> <li>• You are also responsible for preparing the weekly milestone schedules and the preparation of forecast for procurement, equipment arrival, assembly / fabrication, testing, delivery, and commissioning.</li> <li>• Your key metrics will be to monitor and ensure smooth On-time Delivery and good forecast of the milestone billing Cycle.</li> <li>• Work with project lead (PL) / project manager (PM) to verify contractual schedule (by sales team) during SHO (sales hand over) and prepare detailed schedule of various project stages / phases for each individual Project.</li> <li>• Monitor and update schedule for each project on a weekly basis and chase PL/PM in any case of delays.</li> <li>• Prepare forecasting reports for finance (customer billing), procurement, assembly, QEHS and service teams.</li> <li>• Collect status of purchased equipment readiness, incoming / IAT / outgoing inspections, ongoing assembly works, deliveries, and commissioning from supporting departments.</li> <li>• Monitor / Track the progress of projects throughout their life cycles and update project schedule, investigate discrepancies and implement corrective actions e.g.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8:30am - 6:00pm</li> <li>• 1 Bukit Batok Street 22</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<p>progress shortages and late deliveries and reschedule as necessary.</p> <ul style="list-style-type: none"> <li>• Work closely with PL, PM &amp; system lead (SL) and supporting department representatives to ensure adherence to project schedule leading to service satisfaction.</li> <li>• Support to project managers for preparing biweekly / monthly progress report for individual project.</li> <li>• Communicate the status of projects to management.</li> </ul>	
Technician, Assembly	<ul style="list-style-type: none"> <li>• Must possess at least a Professional Certificate / NITEC, Diploma, Advanced / Higher / Graduate Diploma in Engineering (Electrical / Electronic) or equivalent.</li> <li>• A minimum of 1 to 3 years' working experience in the related field is required for this position.</li> <li>• Preferably non - executives specializing in Engineering - Electronics / Communication or equivalent.</li> <li>• Specialized in Electrical Wiring, troubleshooting / debugging and system testing.</li> </ul>	<ul style="list-style-type: none"> <li>• Handle electrical wirings and troubleshooting in house or at site.</li> <li>• Perform assembly, integration, fabrication, assembly, and wiring works according to the engineering drawings provided.</li> <li>• Responsible for performing inspections in process, finished goods and incoming goods.</li> <li>• Assist to follow up on corrective action plans and site works.</li> <li>• Assist in preparing and maintaining documentation.</li> <li>• Perform preventive maintenance and machine improvement.</li> <li>• Any other duties assigned by immediate supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8:30am - 6:00pm</li> <li>• 1 Bukit Batok Street 22</li> </ul>

## 20. Rotary Engineering

ROTARY is one of the region's leading oil and gas infrastructure services companies with extensive international experience offering fully integrated engineering design, procurement, and construction (EPC) services to the oil and gas, petroleum, petrochemical and pharmaceutical industries. Headquartered in Singapore, Rotary has established a strong presence in the Asia-Pacific region and continues to make its mark as a global player. Established in 1972, Rotary has forged a reputation built on its hallmark traits of providing quality services, within budget, safely and on-time delivery. Today, Rotary boasts a total strength of over 6,000 employees which includes a highly and multi-skilled workforce that forms the mainstay of its core EPC services.

### Rotary Engineering

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Accounts Executive	<ul style="list-style-type: none"> <li>• Diploma / Degree in Finance / Accounting or Professional Accounting Qualification</li> <li>• At least 2 years of experience in handling full sets of accounts.</li> <li>• Proficiency in SAP will be an added advantage.</li> <li>• Meticulous and keen eye for details; strong analytical and problem-solving skills.</li> <li>• Committed, confident personality with strong communication and interpersonal skills.</li> <li>• Able to work independently and work within required deadlines.</li> <li>• Working experience in construction or Oil and Gas environment will be an added advantage.</li> <li>• Willing to work in the Tuas area.</li> </ul>	<ul style="list-style-type: none"> <li>• To perform full spectrum of AR, AP &amp; GL functions, daily operations, and month-end-closing.</li> <li>• Handle full set of accounts including AR, AP, GL, Bank reconciliation etc.</li> <li>• Review WIP report early of each month &amp; analyze the project result and request explanation for any project loss / cost overrun.</li> <li>• Review &amp; verify payments to vendors.</li> <li>• Review staff payroll and employees' expenses claims.</li> <li>• Prepare monthly management reports for group account.</li> <li>• Cashflow management, credit control &amp; receivables management.</li> <li>• Reviewing inventory status monthly.</li> <li>• Liaise with external parties such as Auditor, Tax agents, Company Secretaries, and relevant parties.</li> <li>• Prepare audit schedules and support auditors in conducting external audits.</li> <li>• Any other ad-hoc duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hour work week</li> <li>• 17 Tuas Avenue 20</li> </ul>
Admin Assistant	<ul style="list-style-type: none"> <li>• Preferably GCE O / A Level or Diploma in Business Administration</li> <li>• Preferably 2 years' experience handling general administration and/or secretary's duties.</li> <li>• Proficiency in MS Words, Excel and PowerPoint.</li> </ul>	<ul style="list-style-type: none"> <li>• Support the business development team in all aspects of the general administration including but not limited to, maintenance, leasing, insurance, office equipment and purchasing of support.</li> <li>• Assist in handling day to day administration, maintaining records, filling, purchase order preparation, petty cash claims and document control.</li> <li>• Management and maintain all filing, inventory, and client database.</li> <li>• Responsible for coordinating Corporate Communications for the Company.</li> <li>• Co-ordinate all aspects of the Company Website, including updating of the website every 3 months when necessary, and an overall revamp of the website once every 5 years.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hour work week</li> <li>• 17 Tuas Avenue 20</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> <li>• Co-ordinate corporate materials including artwork and contractors / suppliers for Events &amp; Exhibitions</li> <li>• Support Customer Appreciation Activities e.g. events, gifting.</li> <li>• Co-ordinate Customer Satisfaction Surveys in line with Company ISO Policy</li> <li>• Source &amp; procure marketing collaterals including corporate gifts.</li> <li>• Regular scanning of media, specifically newspapers for related and relevant articles and collating these articles weekly for dissemination to management.</li> <li>• Co-ordinate various licenses / renewal / application e.g. BCA Contractor's Registry, I.E Singapore's Double Tax</li> <li>• Co-ordinate interviews, photography session, provision of information for Directors / staff for media enquiries / interaction.</li> <li>• Work closely with BDD team to develop Corporate Presentation and update once every 6 months.</li> <li>• Co-ordinate collating of Corporate Info Pack, including Corporate Presentation</li> <li>• Work closely with BD Executives to assist with HR needs.</li> <li>• Maintain HR related records in the share space, Responsible for Rotary Intranet (BDD)</li> <li>• To be proactive in creating a safe working environment for everyone and ensuring that HSE in-house rules are always observed.</li> <li>• To consider HSE aspects when planning and carrying out tasks to eliminate and reduce HSE hazards, aspects, and risks.</li> </ul>	
Project Engineer	<ul style="list-style-type: none"> <li>• Preferably Diploma or Degree in Engineering or equivalent.</li> <li>• Candidates with no experience or 1 - 2 years of relevant working experience in a similar capacity in the Oil and Gas petrochemical construction industry.</li> <li>• Extensive knowledge of Engineering, Procurement, Project controls and Construction work processes.</li> </ul>	<ul style="list-style-type: none"> <li>• To assist Construction or Project Manager in Project planning, cost control, monitoring, coordination, engineering and design reviews, method statement risks assessments, vendor data, procurement related issues, coordination with discipline engineers and other contractors / vendors to meet schedule and budget.</li> <li>• Project co-ordination with Client, Engineering Department, business units, vendors, subcontractors, and Procurement Department for all project activities.</li> <li>• Co-ordinate and support site construction team for Installation, Testing and commissioning works.</li> <li>• Project Planning, Progress Reports and Claims.</li> <li>• Interpret Construction and Technical Drawings.</li> <li>• Coordinates and proposes with Engineering for technical queries.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hour work week</li> <li>• 17 Tuas Avenue 20</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<p><b>Material Take-offs:</b></p> <ul style="list-style-type: none"> <li>• Evaluation of vendor quotation on Technical and Commercial aspects.</li> <li>• Preparation of Method of Statement, Risk Assessments for various installation works.</li> <li>• Plan monthly work schedule and set productivity to be achieved.</li> <li>• To monitor and control project schedule.</li> <li>• To initiate and undertake action to prevent the occurrence of non- conformity.</li> <li>• To be proactive in creating a safe working environment for everyone and ensuring that HSE in- house rules are always observed.</li> <li>• To consider HSE aspects when planning and carrying out tasks to eliminate and reduce HSE hazards, aspects, and risks.</li> </ul>	
Senior Accounts Executive	<ul style="list-style-type: none"> <li>• Degree in Finance / Accounting or Professional Accounting Qualification e.g. ACA, ACCA, CIMA.</li> <li>• At least 3 years of relevant working experience.</li> <li>• Proficient in Excel &amp; PowerPoint skills.</li> <li>• Familiarity with SAP will be an added advantage.</li> <li>• Meticulous and keen eye for details; strong analytical and problem-solving skills.</li> <li>• Committed, confident personality with strong communication and interpersonal skills.</li> <li>• Able to work independently and work within required deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist Finance Manager in accounting &amp; finance functions, cash flow management and audit.</li> <li>• Review / Perform closing activities for the Company.</li> <li>• Familiar with project closing, percentage of completion method, WIP movement.</li> <li>• Support annual budgets, planning &amp; analysis of reports.</li> <li>• Prepare financial reporting pack and present findings and recommendations.</li> <li>• Preparation of audit schedules and liaise with external auditors.</li> <li>• Support and undertake ad-hoc tasks / projects as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hour work week</li> <li>• 17 Tuas Avenue 20</li> </ul>

## Rotary Mechanical & Construction Co

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Accounts Executive	<ul style="list-style-type: none"> <li>• Diploma / Degree in Finance / Accounting or Professional Accounting Qualification</li> <li>• Minimum 1 years of experience in accounting.</li> <li>• Proficiency in SAP will be an added advantage.</li> <li>• Meticulous and keen eye for details; strong analytical and problem-solving skills.</li> <li>• Committed, confident personality with strong communication and interpersonal skills.</li> <li>• Able to work independently and work within required deadlines.</li> <li>• Working experience in construction or Oil and Gas environment will be an added advantage.</li> <li>• Willing to work in the Tuas area.</li> </ul>	<ul style="list-style-type: none"> <li>• To perform the project accounting and partial of financial accounting which includes the GL &amp; Reporting functions, daily operations, and month-end-closing.</li> <li>• Run &amp; review WIP report early of each month &amp; analyze the project result and request explanation for any project loss / cost overrun.</li> <li>• Review &amp; verify payments to vendors.</li> <li>• Review staff payroll and employees' expenses claims.</li> <li>• Prepare monthly management reports for group team.</li> <li>• Liaise with external parties such as Auditor, Tax agents, Company Secretaries, and relevant parties.</li> <li>• Prepare audit schedules and support auditors in conducting external audits.</li> <li>• Any other ad hoc duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hour work week</li> <li>• 17 Tuas Avenue 20</li> </ul>
Assistant Accountant	<ul style="list-style-type: none"> <li>• Diploma / Degree in Finance / Accounting or Professional Accounting Qualification</li> <li>• At least 5 years' relevant working experience in the same capacity.</li> <li>• Proficiency in SAP will be an added advantage.</li> <li>• Meticulous and keen eye for details; strong analytical and problem-solving skills.</li> <li>• Committed, confident personality with strong communication and interpersonal skills.</li> <li>• Able to work independently and work within required deadlines.</li> <li>• Working experience in construction or Oil and Gas environment will be an added advantage.</li> <li>• Willing to work in Tuas area.</li> </ul>	<ul style="list-style-type: none"> <li>• Work independently to perform the following functions, reporting direct to Finance Manager</li> <li>• Maintain books of accounts for all companies under the Group.</li> <li>• Posting of all accounting entries related to income, expense as well as journals as required.</li> <li>• Oversee and maintain cashflow.</li> <li>• Review the system for invoicing, tracking payments as well as aging analysis of outstanding AP / AR.</li> <li>• Ensure inter-company accounts are balanced and reconciled.</li> <li>• Management of Budget, Forecast/reforecast, variance reporting &amp; commentaries.</li> <li>• Perform analysis of departmental P&amp;L and annual budgets.</li> <li>• Oversee year-end procedures - accruals, prepaids, receivables and payables; any other journals as required.</li> <li>• Financial year-end preparation of accounts for audit. Liaise with Auditors to ensure clean signoff.</li> <li>• Follow up on closing any audit gaps.</li> <li>• Initiate tax planning, GST reporting and oversee periodical tax filings.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hour work week</li> <li>• 17 Tuas Avenue 20</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> <li>• Work closely with the respective business units to ensure accurate and timely reporting.</li> <li>• Ensure the integrity and accuracy of the Group consolidation.</li> <li>• Prepare monthly, yearly, ad-hoc and consolidated reports.</li> <li>• Other ad-hoc assignments.</li> <li>• To be proactive in creating a safe working environment for everyone and ensuring that HSE in-house rules are always observed.</li> <li>• To consider HSE aspects when planning and carrying out tasks to eliminate and reduce HSE hazards, aspects, and risks.</li> </ul>	
Assistant Procurement Manager	<ul style="list-style-type: none"> <li>• pending job details</li> </ul>	<ul style="list-style-type: none"> <li>• To source potential suppliers in line with specification / Sending RFQ's.</li> <li>• To evaluate and update new / existing vendors into Approved Vendor List.</li> <li>• To coordinate with Project Team and Suppliers for any technical clarification.</li> <li>• To perform negotiations with shortlisted supplier(s) to the lowest best price with timely delivery.</li> <li>• To ensure the appropriate terms and conditions are specified on the purchase order.</li> <li>• Preparing Bidtabs for Approval.</li> <li>• Preparing Purchaser's Terms &amp; Conditions.</li> <li>• To assist in negotiation for Subcontract for BU if required.</li> <li>• To coordinate with Project Team for any urgent purchase.</li> <li>• Arranging Training (Introduction &amp; Product Presentation from Vendors).</li> <li>• To process orders and ensure timely delivery from the vendor.</li> <li>• To coordinate with Material / Logistic Controllers for GR / GI issues, if required.</li> <li>• To assist Finance for invoices with issues.</li> <li>• To assist in expediting deliveries if required.</li> <li>• To send Approved Purchase Order to Vendor</li> <li>• To coordinate with Vendor for any return or replacement of defective materials.</li> <li>• Issue PO if necessary.</li> <li>• To update and report to Supervisor on the above.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hour work week</li> <li>• 17 Tuas Avenue 20</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Contract Executive	<ul style="list-style-type: none"> <li>• pending job details</li> </ul>	<p><b><u>Main Contract:</u></b></p> <ul style="list-style-type: none"> <li>• To keep a record of all main contract signed copy for new and existing projects.</li> <li>• To prepare a lookout list for distribution to project team and to conduct training to project team at start of every new project to highlight interim notice, EOT process and its timeline of submission and all other necessary guidelines.</li> <li>• To attend to the project team's request to prepare correspondence regarding a) extension of time (EOT) &amp; claim notices or contractual advice.</li> <li>• To analyze company's position on every case and discuss with project team and/or management whenever necessary to finalize its strategy and approach.</li> <li>• To provide contractual advise and interpretation when required (SG / TREL / TREL I)</li> <li>• To support all BUs in highlighting critical requirement and any deviation in compliance with terms &amp; conditions from pre-contract stage to project close-out</li> <li>• To assist all BU / Dept in highlighting any deviation in the terms and conditions of contract</li> <li>• To provide support in all main contract matters (SG / TREL / TREL I)</li> <li>• To assist contract exec in drafting correspondences (letters / notices / requests etc.) whenever required</li> <li>• Prepare a lesson learnt and submit report to management for distribution and discussion to project team on semi-annual basis.</li> <li>• Maintain a monitoring log for each request.</li> <li>• To archive relevant documents from each request into the shared drives upon closure of the request</li> </ul> <p><b><u>Dispute:</u></b></p> <ul style="list-style-type: none"> <li>• To study / investigate the dispute through discussions with internal parties, examination of project documents (i.e. letter by BU, client correspondences / letters, schedule, and all relevant contract documents.)</li> <li>• Give contractual advice and path-forward for dispute resolution or defend company from claims.</li> <li>• Draft letters and/or correspondence to protect the company's interest.</li> </ul> <p><b><u>Tender:</u></b></p> <ul style="list-style-type: none"> <li>• To summarize the key commercial and contractual terms &amp; conditions including terms &amp; conditions have bearing on cost,</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hour work week</li> <li>• 17 Tuas Avenue 20</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<p>schedule, and/or liabilities by the organization.</p> <ul style="list-style-type: none"> <li>• To study and review the tender documents (i.e. main contract, general terms &amp; condition, annexes) and prepare a Lookout List to highlight any risk exposure.</li> <li>• To attend and respond to any tender contract clarification raise by client.</li> <li>• To review and evaluate the contract risk exposure.</li> <li>• Provide proposed actions on how to balance or protect the company's interest based on the contract obligations.</li> <li>• To provide training and awareness</li> <li>• Maintain a monitoring log for each request.</li> <li>• To archive relevant documents from each request into the shared drives upon closure of the request</li> </ul> <p><b><u>Training &amp; Orientation:</u></b></p> <ul style="list-style-type: none"> <li>• To prepare training materials.</li> <li>• To conduct training for BUs on contract management (guideline / improvement)</li> <li>• To oversee the orientation program of new staff(s) in the department.</li> </ul> <p><b><u>Administrative Management (Department):</u></b></p> <ul style="list-style-type: none"> <li>• Procurement Outlook - Prepare and develop the yearly presentation.</li> <li>• Upkeep of IMS Forms / Procedures</li> <li>• To facilitate the yearly e-Vendor Code of Conduct Exercise</li> <li>• To facilitate the yearly Vendor Evaluation</li> <li>• CAPEX processing for department</li> </ul> <p><b><u>Administrative Management (Main Contract):</u></b></p> <ul style="list-style-type: none"> <li>• Develop Folder / Records Filing system for Project Contracts</li> <li>• Tender Projects</li> <li>• On-Going Projects</li> <li>• Closed Projects</li> <li>• Oversee the record keeping of Main Contracts documents.</li> <li>• Develop IMS procedures for Main Contracts Management</li> <li>• Standardizing the Main Contract Procedures (requests, drafting, advise, review)</li> <li>• Develop the FAQ / Outline strategy or framework of proposed actions for the enquiry.</li> <li>• Craft and develop a library of letter templates.</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>• Submit monthly contracts report in the first week of the month.</li> <li>• Maintain to-do list for daily activities and update via WhatsApp.</li> <li>• To update NDA Register monthly and send update by email every 1st Thursday of the following month.</li> <li>• Ensure time updated in Procurement Activity Calendar.</li> </ul>	
<p>Network Engineer</p>	<ul style="list-style-type: none"> <li>• Diploma / Degree in Computer or equivalent</li> <li>• CCNA / CCNP certification will be an advantage.</li> <li>• 3-5 years of experience of relevant working experience in a large user environment</li> <li>• Experience in network protocols such as BGP, OSPF, EIGRP, QOS</li> <li>• Experience in VOIP protocols such as H323 and SIP is preferred.</li> <li>• Good communicator with strong problem-solving skills</li> <li>• Ability to work in a team environment to engage and motivate team members.</li> <li>• Positive attitude and able to work well with culturally and geographically diverse teams.</li> </ul>	<ul style="list-style-type: none"> <li>• The Network Engineer is responsible for ensuring the integrity and resiliency of IT infrastructure to provide maximum performance for Rotary offices, project offices and its clients.</li> <li>• The Network Engineer will assist the IT Infrastructure Manager to maintain, support and optimize key functional areas such as network, data / telecommunications system, and security.</li> <li>• Required to participate in all infrastructure improvement activities.</li> <li>• Responsible for providing L2 / L3 network support for day-to-day operations.</li> <li>• Responsible for designing, planning, implementing, administering &amp; fine tuning of Rotary network systems, including LAN, Wireless LAN, WAN, internet and their associated software, hardware, and communication links.</li> <li>• Conduct troubleshooting network / performance issues; analyze network traffic and provide capacity planning solutions.</li> <li>• Maintain up-to-date documentation of Rotary's network &amp; security systems.</li> <li>• Secure network systems by establishing, enforcing policies and monitoring access.</li> <li>• Support and administration of firewall and VPN environments in line with IT Security policy.</li> <li>• Ensure network solutions are compliant with security standards and guidelines and conform to industry and organizational best practice.</li> <li>• Hands-on experience in administration &amp; support of Cisco voice, modern web meeting platform (MS Teams, Zoom, etc.) and video conference equipment.</li> <li>• Participate in IT projects when required; not restricting to Infrastructure / Network activities.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hour work week</li> <li>• 17 Tuas Avenue 20</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Piping Engineer	<ul style="list-style-type: none"> <li>• Diploma or Degree in Engineering (Electrical, Mechanical, Maintenance) or equivalent preferred</li> <li>• Preferably with 1-2 years of relevant in handling maintenance projects in Oil and Gas industry and petrochemical industries</li> <li>• Able to work in a team.</li> <li>• An enthusiastic, dynamic and customer orientated personality is required.</li> <li>• Able to handle pressure.</li> <li>• Good supervisory skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the Senior Project Engineer in supervising the activities of a group of technicians and engineers.</li> <li>• Oversees the accomplishment of preventive maintenance programs, co-ordinates the activities of corrective maintenance, and controls the cost of maintenance orders.</li> <li>• Responsible for the delivery of projects in compliance with system specifications.</li> <li>• Involved in project management and product development.</li> <li>• Generate system specifications, test plans and procedures as well as system, site installation design and documentation.</li> <li>• Coordinate installation supervision such that commissioning and start up is in accordance to contract.</li> <li>• To liaise with client's representative on all project issues and subcontractors.</li> <li>• Plan monthly work schedule and set productivity to be achieved.</li> <li>• Ensure materials availability on site.</li> <li>• To monitor the progress of projects.</li> <li>• To initiate and undertake action to prevent the occurrence of non- conformity.</li> <li>• To verify technical specifications for adequacy.</li> <li>• To maintain and disseminate technical specifications to superintendent and supervisor.</li> <li>• To identify and record any product quality problems and to verify the implementation of solutions.</li> <li>• Involved in all site meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hour work week</li> <li>• 17 Tuas Avenue 20</li> </ul>
Procurement Executive (E&I)	<ul style="list-style-type: none"> <li>• pending job details</li> </ul>	<ul style="list-style-type: none"> <li>• To source potential suppliers in line with specification / Sending RFQ's</li> <li>• To evaluate and update new / existing vendors into Approved Vendor List</li> <li>• To coordinate with Project Team and Suppliers for any technical clarification</li> <li>• To perform negotiations with shortlisted supplier(s) to the lowest best price with timely delivery.</li> <li>• To ensure the appropriate terms and conditions are specified on the purchase order.</li> <li>• To prepare Bidtabs for Approval</li> <li>• To prepare Purchaser's Terms &amp; Conditions for purchases more than SGD 150K</li> <li>• To coordinate with Project Team for any urgent purchase</li> <li>• To arrange Training (Introduction &amp; Product Presentation from Vendors)</li> <li>• To process orders and ensure timely delivery from the vendor.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hour work week</li> <li>• 17 Tuas Avenue 20</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> <li>• To coordinate with Material / Logistic Controllers for GR / GI issues, if required</li> <li>• To assist Finance for invoices with issues</li> <li>• To assist in expediting for deliveries if required</li> <li>• To send Approved Purchase Order to Vendor</li> <li>• To coordinate with Vendor for any return or replacement of defective materials</li> <li>• Issue PO if necessary.</li> <li>• To update and report to Supervisor on the above.</li> </ul>	
<p>Procurement Executive (Mechanical)</p>	<ul style="list-style-type: none"> <li>• pending job details</li> </ul>	<ul style="list-style-type: none"> <li>• To source potential suppliers in line with specification / Sending RFQ's</li> <li>• To evaluate and update new / existing vendors into Approved Vendor List</li> <li>• To coordinate with Project Team and Suppliers for any technical clarification</li> <li>• To perform negotiations with shortlisted supplier(s) to the lowest best price with timely delivery.</li> <li>• To ensure the appropriate terms and conditions are specified on the purchase order.</li> <li>• To prepare Bidtabs for Approval</li> <li>• To prepare Purchaser's Terms &amp; Conditions for purchases more than SGD 150K</li> <li>• To coordinate with Project Team for any urgent purchase</li> <li>• To arrange Training (Introduction &amp; Product Presentation from Vendors)</li> <li>• To process orders and ensure timely delivery from the vendor.</li> <li>• To coordinate with Material / Logistic Controllers for GR / GI issues, if required</li> <li>• To assist Finance for invoices with issues</li> <li>• To assist in expediting for deliveries if required</li> <li>• To send Approved Purchase Order to Vendor</li> <li>• To coordinate with Vendor for any return or replacement of defective materials</li> <li>• Issue PO if necessary.</li> <li>• To update and report to Supervisor on the above.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hour work week</li> <li>• 17 Tuas Avenue 20</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Procurement General Manager	<ul style="list-style-type: none"> <li>• pending job details</li> </ul>	<ul style="list-style-type: none"> <li>• Procurement General Manager is responsible to maintain corporate governance in areas of contracts and procurement, negotiating and managing contracts as well as getting involve in contract and procurement processes including defining needs and options and make recommendations.</li> <li>• She/He is to assist in legal issues of the Company.</li> <li>• Prepare, monitor, and manage budget.</li> <li>• Drafting, Evaluation, Negotiation and Execution for all types of contracts including but not limited to formal, short form, and annual contracts.</li> <li>• Address queries with regards to Tenders and to prepare the Tender Look- out List.</li> <li>• Review and comment on tender analysis prepared by project stakeholders before it is presented to the Client.</li> <li>• Prepare tender evaluation reports and recommendations.</li> <li>• Review, develop and implement procurement and contract administration procedures, systems, and policies in consultation with Management and in compliance with Company policies.</li> <li>• Advise and assist the Management and Projects on procurement / commercial and contractual matters / legal matters / warehouse matters.</li> <li>• Communicate, collaborate meetings with vendors and projects where necessary and provide advice on commercial and contractual issues.</li> <li>• Assist Project Manager in providing the necessary risk management services when required.</li> <li>• Prepare, review, clarify and address queries on contractual correspondence including consultancy agreements, draft contract documentation (such as letters of intent), tender documentation, etc.</li> <li>• Check contract documentation and negotiate contract terms to the best interest of the Company with particular attention to managing future risk.</li> <li>• Identify possible areas of dispute amongst the Consultant(s), Contractor(s) as well as Client(s) and take the necessary proactive measures.</li> <li>• Ensure that signed contracts are communicated to all relevant parties to provide contract visibility and awareness, interpretation to support implementation.</li> <li>• Review insurance claims arising from the project and assist in successfully concluding such claims.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hour work week</li> <li>• 17 Tuas Avenue 20</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> <li>• Check final accounts, including the assessing and resolution of commercial claims.</li> <li>• Ensure contract close-out, extension, or renewal.</li> <li>• Establish and maintain the system to pre-qualify Consultants, Contractors, and vendors.</li> <li>• Establish and maintain the system to evaluate Consultants, Contractors, and vendors.</li> <li>• Establish and maintain internal guidance documents and training on procurement and contracts.</li> <li>• Monitor compliance by company employees with established procedures.</li> <li>• Maintain contractual records and documentation such as receipt and control of all contract correspondence, customer contact information sheets, contractual changes, status reports and other documents for all projects.</li> <li>• Manage claims and their associated correspondence and documentation.</li> <li>• Provide advice and support for overall procurement activity.</li> <li>• Provide procurement governance.</li> <li>• Implement HSE objectives, policy, and company HSE procedures within his authority limit.</li> <li>• Oversee Procurement Department Singapore / Vietnam / Middle East / Malaysia.</li> <li>• Travel to Southeast Asia / Middle East as necessary.</li> <li>• Reports to management</li> <li>• Manage, monitor, and submit up to date written weekly report.</li> <li>• Manage, monitor, and submit up to date written monthly report.</li> </ul> <p><b><u>Detail Task for Overseeing Procurement Departments:</u></b></p> <ul style="list-style-type: none"> <li>• To provide mentoring to teams</li> <li>• To provide guidance to teams on commercial / contract terms / process flow</li> <li>• Produce and maintain internal guidance documents and training on procurement and contract management.</li> <li>• To work with teams to increase productivity.</li> <li>• To appraise and develop teams together with Procurement country leads and division leads.</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Procurement Manager	<ul style="list-style-type: none"> <li>• pending job details</li> </ul>	<ul style="list-style-type: none"> <li>• To source potential suppliers in line with specification / Sending RFQ's.</li> <li>• To evaluate and update new / existing vendors into Approved Vendor List.</li> <li>• To coordinate with Project Team and Suppliers for any technical clarification.</li> <li>• To perform negotiations with shortlisted supplier(s) to the lowest best price with timely delivery.</li> <li>• To ensure the appropriate terms and conditions are specified on the purchase order.</li> <li>• Prepare Bidtabs for Approval.</li> <li>• Prepare Purchaser's Terms &amp; Conditions.</li> <li>• To assist in negotiation for Subcontract for BU if required.</li> <li>• To coordinate with Project Team for any urgent purchase.</li> <li>• Arrange Training (Introduction &amp; Product Presentation from Vendors).</li> <li>• To process orders and ensure timely delivery from the vendor.</li> <li>• To coordinate with Material / Logistic Controllers for GR / GI issues, if required.</li> <li>• To assist Finance for invoices with issues.</li> <li>• To assist in expediting deliveries if required.</li> <li>• To send Approved Purchase Order to Vendor.</li> <li>• To coordinate with Vendor for any return or replacement of defective materials.</li> <li>• Issue PO if necessary.</li> <li>• To update and report to Supervisor on the above.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hour work week</li> <li>• 17 Tuas Avenue 20</li> </ul>
Project Engineer (Mechanical) (No experience)	<ul style="list-style-type: none"> <li>• Preferably Diploma or Degree in Engineering or equivalent</li> <li>• Preferably 0 - 2 years relevant experience in Oil / Gas and Petrochemical Construction Industries.</li> <li>• Extensive knowledge of Engineering, Procurement, Project controls and Construction work processes.</li> </ul>	<ul style="list-style-type: none"> <li>• To assist the Project Team in project planning, monitoring, coordination, engineering and design reviews, vendor data, procurement related issues, coordination with vendors to meet the progress and budget.</li> <li>• Project co-ordination with Client, Engineering, Procurement, Construction Teams, vendors for all project management activities related to Mechanical Equipment</li> <li>• Assist Project Manager in Vendor Correspondences &amp; Minutes of Meeting (for Mechanical Equipment)</li> <li>• Evaluation of vendors Technical &amp; Commercial Proposal</li> <li>• Monitor and follow through procurement workflow processes (Purchase Requisition / Purchase Order / Post Award / Coordination for Timeline / Delivery to Site / Site Commissioning)</li> <li>• Coordinate with planning engineers for progress monitoring.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hour work week</li> <li>• 17 Tuas Avenue 20</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> <li>• Interpret Construction and Technical Drawings</li> <li>• Preparation of Method of Statement, Risk Assessments for various installation works</li> <li>• Prepare and review Mechanical Equipment procedures.</li> <li>• To initiate and undertake action to prevent occurrences of non-conformity.</li> </ul>	
Project Engineer (Mechanical) (With experience)	<ul style="list-style-type: none"> <li>• Diploma or Degree in Engineering or equivalent is preferred.</li> <li>• Preferably with 1 - 3 years of relevant working experience</li> <li>• Knowledge of Engineering, Procurement and Construction work processes.</li> </ul>	<ul style="list-style-type: none"> <li>• To assist the Project Team in project planning, monitoring, coordination, engineering and design reviews, vendor data, procurement related issues, coordination with vendors to meet the progress and budget.</li> <li>• Project co-ordination with Client, Engineering, Procurement, Construction Teams, vendors for all project management activities related to Mechanical Equipment</li> <li>• Assist Project Manager in Vendor Correspondences &amp; Minutes of Meeting (for Mechanical Equipment)</li> <li>• Evaluation of vendors Technical &amp; Commercial Proposal</li> <li>• Monitor and follow through procurement workflow processes (Purchase Requisition / Purchase Order / Post Award / Coordination for Timeline / Delivery to Site / Site Commissioning)</li> <li>• Coordinate with planning engineers for progress monitoring.</li> <li>• Interpret Construction and Technical Drawings</li> <li>• Preparation of Method of Statement, Risk Assessments for various installation works</li> <li>• Prepare and review Mechanical Equipment procedures.</li> <li>• To initiate and undertake action to prevent occurrences of non-conformity.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hour work week</li> <li>• 17 Tuas Avenue 20</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Senior Account Executive	<ul style="list-style-type: none"> <li>• Degree in Finance / Accounting or Professional Accounting Qualification e.g. ACA, ACCA, CIMA.</li> <li>• At least 3 years of relevant working experience.</li> <li>• Proficient in Excel &amp; PowerPoint skills.</li> <li>• Familiarity with SAP will be an added advantage.</li> <li>• Meticulous and keen eye for details; strong analytical and problem-solving skills.</li> <li>• Committed, confident personality with strong communication and interpersonal skills.</li> <li>• Able to work independently and work within required deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the Finance Manager in accounting &amp; finance functions, cash flow management and audit.</li> <li>• Review / Perform closing activities for the Company.</li> <li>• Familiar with project closing, percentage of completion method, WIP movement.</li> <li>• Support annual budgets, planning &amp; analysis of reports.</li> <li>• Prepare financial reporting pack and present findings and recommendations.</li> <li>• Preparation of audit schedules and liaise with external auditors.</li> <li>• Support and undertake ad hoc tasks / projects as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hour work week</li> <li>• 17 Tuas Avenue 20</li> </ul>
Senior Contract Executive	<ul style="list-style-type: none"> <li>• pending job details</li> </ul>	<ul style="list-style-type: none"> <li>• To manage the Contract Management Division in SG / KSA</li> <li>• To review and provide contract advice and interpretation for all BUs whenever required.</li> </ul> <p><b>CONTRACT MANAGEMENT:</b></p> <ul style="list-style-type: none"> <li>• To provide support in all contract matters</li> <li>• To prepare a lookout list for distribution to project team and to conduct a training to project team at start of every new project to highlight interim notice, got process and its timeline of submission and all other necessary guidelines.</li> <li>• To attend to the project team's request to prepare correspondence regarding a) extension of time (EOT) &amp; claim b) notices c) contractual advice.</li> <li>• To analyze company's position on every case and discuss with project team and/or management whenever necessary to finalize its strategy and approach.</li> <li>• To provide contractual advise and interpretation when required (SG/TREL/TRELI)</li> <li>• To support BUs in highlighting critical requirement and any deviation in compliance with terms &amp; conditions from pre-contract stage to project close-out</li> <li>• To assist BU/Dept in highlighting any deviation in the terms and conditions of contract</li> <li>• To provide support in all main contract matters (SG/THAI/SAUDI)</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hour work week</li> <li>• 17 Tuas Avenue 20</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<p><b><u>DISPUTE:</u></b></p> <ul style="list-style-type: none"> <li>• To study / investigate the dispute through discussions with internal parties, examination of project documents (i.e. letter by BU, client correspondences / letters, schedule, and all relevant contract documents.)</li> <li>• Give contractual advice and path-forward for dispute resolution or defend company from claims.</li> <li>• Draft letters and/or correspondence to protect the company's interest.</li> </ul> <p><b><u>CONTRACT REVIEW:</u></b></p> <ul style="list-style-type: none"> <li>• To attend to tender contract review requests by BDD and project team</li> <li>• To study and review the tender documents (i.e. main contract, general terms &amp; condition, annexes) and prepare a Tender Lookout List to highlight any risk exposure.</li> <li>• To reply to any tender clarification raised by client.</li> <li>• To review and evaluate Rotary's partnership agreement to subcontractor including drafting of any agreement.</li> <li>• Review and comment on tender analysis prepared by project stakeholders before it is presented to the client.</li> <li>• To develop SOP guidelines and to provide guidance and training.</li> <li>• Maintain a monitoring log for each request.</li> <li>• To archive relevant documents from each request into the shared drives upon closure of the request</li> </ul> <p><b><u>TRAINING &amp; ORIENTATION:</u></b></p> <ul style="list-style-type: none"> <li>• To prepare training materials</li> <li>• To conduct training for BU's on contract management (guideline / improvement)</li> <li>• To oversee the orientation program of new staff(s) in the department</li> </ul> <p><b><u>ADMINISTRATIVE MANAGEMENT (DEPARTMENT):</u></b></p> <ul style="list-style-type: none"> <li>• Procurement Outlook - Prepare and develop the yearly presentation.</li> <li>• Upkeep of IMS Forms / Procedures</li> <li>• To facilitate the yearly e-Vendor Code of Conduct Exercise</li> <li>• To facilitate the yearly Vendor Evaluation</li> <li>• CAPEX processing for department.</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Senior Contract(s) Executive	<ul style="list-style-type: none"> <li>• pending job details</li> </ul>	<p><b><u>MAIN TASK:</u></b></p> <ul style="list-style-type: none"> <li>• To supervise the Contract Management Division</li> <li>• To review and provide contract advice and interpretation for all BUs whenever required.</li> </ul> <p><b><u>CONTRACT MANAGEMENT:</u></b></p> <ul style="list-style-type: none"> <li>• To provide support in all contract matters.</li> <li>• To prepare a lookout list for distribution to project team and to conduct a training to project team at start of every new project to highlight interim notice, EOT process and its timeline of submission and all other necessary guidelines.</li> <li>• To attend to the project team's request to prepare correspondence regarding a) extension of time (EOT) &amp; claim notices or contractual advice.</li> <li>• To analyze company's position on every case and discuss with project team and/or management whenever necessary to finalize its strategy and approach.</li> <li>• To provide contractual advise and interpretation when required (SG/TREL/TRELI)</li> <li>• To support BUs in highlighting critical requirement and any deviation in compliance with terms &amp; conditions from pre-contract stage to project close-out</li> <li>• To assist BU / Dept in highlighting any deviation in the terms and conditions of contract</li> <li>• To provide support in all main contract matters (SG/THAI/SAUDI)</li> </ul> <p><b><u>DISPUTE:</u></b></p> <ul style="list-style-type: none"> <li>• To study / investigate the dispute through discussions with internal parties, examination of project documents (i.e. letter by BU, client correspondences / letters, schedule, and all relevant contract documents.)</li> <li>• Give contractual advice and path-forward for dispute resolution or defend company from claims.</li> <li>• Draft letters and/or correspondence to protect the company's interest.</li> </ul> <p><b><u>CONTRACT REVIEW:</u></b></p> <ul style="list-style-type: none"> <li>• To attend to tender contract review requests by BDD and project team</li> <li>• To study and review the tender documents (i.e. main contract, general terms &amp; condition, annexes) and prepare a Tender Lookout List to highlight any risk exposure.</li> <li>• To reply to any tender clarification raised by client.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hour work week</li> <li>• 17 Tuas Avenue 20</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> <li>• To review and evaluate Rotary's partnership agreement to subcontractor including drafting of any agreement.</li> <li>• Review and comment on tender analysis prepared by project stakeholders before it is presented to the client.</li> <li>• To develop SOP guidelines and to provide guidance and training.</li> <li>• Maintain a monitoring log for each request.</li> <li>• To archive relevant documents from each request into the shared drives upon closure of the request</li> </ul> <p><b><u>TRAINING &amp; ORIENTATION:</u></b></p> <ul style="list-style-type: none"> <li>• To prepare training materials</li> <li>• To conduct training for BU's on contract management (guideline / improvement)</li> <li>• To oversee the orientation program of new staff(s) in the department</li> </ul> <p><b><u>(ADMINISTRATIVE MANAGEMENT (DEPARTMENT):</u></b></p> <ul style="list-style-type: none"> <li>• Procurement Outlook - Prepare and develop the yearly presentation.</li> <li>• Upkeep of IMS Forms / Procedures</li> <li>• To facilitate the yearly e-Vendor Code of Conduct Exercise</li> <li>• To facilitate the yearly Vendor Evaluation</li> <li>• CAPEX processing for department</li> </ul> <p><b><u>Reports:</u></b></p> <ul style="list-style-type: none"> <li>• Submit contracts report bi-monthly.</li> <li>• Maintain to-do list for daily activities and update via WhatsApp.</li> <li>• To update NDA Register monthly and send update by email every 1st Thursday of the following month.</li> <li>• Ensure time updated in Procurement Activity Calendar</li> <li>• To generate / prepare Vendor Pre-Qualification Lookahead report on a quarterly basis and present in Proc. Calendar Meeting when necessary.</li> <li>• To submit a monthly price history update for galvanizing, scaffolding, cement lining every end of each month</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Senior Electrical Design Engineer	<ul style="list-style-type: none"> <li>• Preferably Degree in Electrical Engineering</li> <li>• Preferably 5 years relevant working experience in design of plants related to projects in the Oil &amp; Gas, Petrochemical, Chemical or Pharmaceutical Industries</li> <li>• Well-versed in all local and international codes and standards on the related field</li> <li>• Computer literate and good hand-on experience on applications such as Microsoft Office, CAD Drafting, Electrical design software.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow established procedures and guidelines to design, install products and services that are required by the organization.</li> <li>• Shall have Oil &amp; Gas Experience</li> <li>• Shall have experience in Detail Design, Feed Design and Tenders</li> <li>• Shall be able to Prepare SLD, Specification, Datasheet, and TBE for Electrical equipment and Sizing Calculations.</li> <li>• Shall be Familiar with Hazardous area classification.</li> <li>• Shall be Familiar with Substation Layouts and Plant Layouts such as Equipment Layout, Lighting Layout, Power and control Layout, Earthing, and lightning Layout, etc.</li> <li>• Shall be Familiar with Vendor Document Review.</li> <li>• Shall be Familiar with Cathodic Protection and Heat Tracing System</li> <li>• Shall have Knowledge about power system Studies.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hour work week</li> <li>• 17 Tuas Avenue 20</li> </ul>

## 21. Shine Precision Engineering

We are a advance precision company moving towards Smart i4.0 Transformation with an outstanding & proven track record for innovation, agility, growth & stability. We are poised for our next phase of growth in the semi-conductor, medical, oil & gas, aerospace, automotive & optics sectors. Our team is rapidly expanding to fill the next generation leadership roles & advance our current operational capabilities.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Planner	<ul style="list-style-type: none"> <li>• Knowledgeable ERP System Software will be an advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Plan and forecast production schedule for manufactured products.</li> <li>• Responsible for planning production schedule based on lead time of project to meet shipping date according to customers' orders.</li> <li>• Interface with Production manager, Sales &amp; Project Department, Purchasing Department on material status and production planning issues.</li> <li>• Maintaining on accurate and up-to-date stock inventory</li> <li>• Generate and issue of Manufacturing Order (MO)</li> <li>• Interpret drawings and understand machine processes for planning purposes.</li> <li>• Analyses Production wastages and develops and implements programs to reduce it.</li> <li>• Exercise the initiative to change the production schedule due to unforeseen circumstances.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hour work week</li> <li>• 40 Lok Yang Way</li> </ul>
Process Engineer	<ul style="list-style-type: none"> <li>• Diploma / Bachelor's Degree / Professional Degree in Engineering (Industrial), Engineering (Mechanical) or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Lead and provide engineering support and solutions.</li> <li>• Oversees technical processes.</li> <li>• Prepare and generate Process Management Plan (PMP)</li> <li>• Create Geometry and check machining simulation.</li> <li>• Carry out process measurements, maintain product quality.</li> <li>• Maintain and improvise procedures and work instructions when necessary.</li> <li>• Generate and process engineering data.</li> <li>• Ensure equipment/machine is properly maintained and meeting uptime / OEE.</li> <li>• Produce actionable insights from data to improve production efficiency.</li> <li>• Responsible for product overall performance including yield and quality.</li> <li>• Initiate, lead, implement, drive yield, quality, and productivity improvement project.</li> <li>• Investigate the process and defects related issues and identify opportunities for improvement.</li> <li>• Perform process and defect troubleshooting.</li> <li>• Manage cost and time constraints of projects.</li> <li>• Work closely with QA / QC Engineer to monitor and improve process capability.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hour work week</li> <li>• 40 Lok Yang Way</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> <li>• Review existing data and control to ensure it will meet the requirements.</li> <li>• Perform any other ad-hoc duties as assigned by superior.</li> </ul>	
Project Engineer	<ul style="list-style-type: none"> <li>• Candidate must possess at least a Diploma / Bachelor's Degree / Professional Degree in Engineering (Industrial), Engineering (Mechanical) or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Lead and provide engineering support and solutions.</li> <li>• Oversees technical processes.</li> <li>• Prepare and generate Process Management Plan (PMP)</li> <li>• Create Geometry and check machining simulation.</li> <li>• Carry out process measurements, maintain product quality.</li> <li>• Maintain and improvise procedures and work instructions when necessary.</li> <li>• Generate and process engineering data.</li> <li>• Ensure equipment/machine is properly maintained and meeting uptime/OEE.</li> <li>• Produce actionable insights from data to improve production efficiency.</li> <li>• Responsible for product overall performance including yield and quality.</li> <li>• Initiate, lead, implement, drive yield, quality, and productivity improvement project.</li> <li>• Investigate the process and defects related issues and identify opportunities for improvement.</li> <li>• Perform process and defect troubleshooting.</li> <li>• Manage cost and time constraints of projects.</li> <li>• Work closely with QA/QC Engineer to monitor and improve process capability.</li> <li>• Review existing data and control to ensure it will meet the requirements.</li> <li>• Perform any other ad-hoc duties as assigned by superior.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hour work week</li> <li>• 40 Lok Yang Way</li> </ul>
Quality Engineer (QA / QC)	<ul style="list-style-type: none"> <li>• Diploma in Mechanical engineering or equivalent work experience</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure quality manual and procedures are executed &amp; adhered to by all departments.</li> <li>• Coordinate and report outstanding quality issues, specifications, or process changes to Quality Manager.</li> <li>• Communicate with customers and stakeholders in the areas of quality, non-conformance, and compliance.</li> <li>• Ensure accuracy of quality reports documented.</li> <li>• Facilitate in-house training of quality procedures.</li> <li>• Promptly address quality concerns to stakeholders.</li> <li>• Ensure effectiveness of corrective actions (8D) for customer complaints.</li> <li>• Facilitate in both internal and external audits, report audit findings to QA Manager, and implement improvement plans.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hour work week</li> <li>• 40 Lok Yang Way</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> <li>• Enrich &amp; develop junior team members.</li> </ul>	
Sales Engineer	<ul style="list-style-type: none"> <li>• Engineering / Technical degree or equal degree of work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Drive the expansion of business in Singapore with a focus on our globally active customers and prospects.</li> <li>• Generate new sales opportunities through prospecting and organizing sales negotiations and quotation for new enquiries.</li> <li>• Expand and strengthen relationships with existing customers as a competent contact person for our customers.</li> <li>• Highly customer-oriented and know the processes and needs of our customers.</li> <li>• Develop customer relationship and strategies implementation plans to achieve revenue targets.</li> <li>• Prepare and make sales presentation and proposals.</li> <li>• Managing all aspects of sales engagement and account management.</li> <li>• Manages project from processing orders to meeting delivery schedule, including technical evaluation and feasibility studies for new projects. To source for process and newly developed technology during project execution.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hour work week</li> <li>• 40 Lok Yang Way</li> </ul>

## 22. Sunningdale Tech

Sunningdale Tech Ltd is a leading manufacturer of precision plastic components. The Group provides one-stop, turnkey plastic solutions, with capabilities ranging from product & mould designs, mould fabrication, injection moulding, complementary finishings, through to the precision assembly of complete products. Boasting a total factory space of more than 4 million sq feet, with more than 1,000 injection moulding machines and a tooling capacity of 2,000 moulds per year, Sunningdale Tech is focusing on serving four key business segments – Automotive/Aerospace, Consumer/IT, Healthcare and Tooling.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Automation Engineer (Mechanical)	<ul style="list-style-type: none"> <li>• Diploma / Degree of Engineering in Automation / Mechatronics / Mechanical / Electrical or equivalent.</li> <li>• Previous 3 - 6 years' experience as a validation engineer or in a similar role.</li> <li>• Experience in project management.</li> <li>• Strong understanding of automation engineering system design concept &amp; development, manufacturing processes and safety regulations.</li> <li>• Excellent mathematical and analytical skills. Attention to detail.</li> <li>• Knowledge of statistical software analysis (e.g., MINITAB, MATLAB)</li> <li>• Well versed in Microsoft office tools (Excel/ Word / Power point)</li> <li>• Have know-how in Process Failure Mode Effect Analysis (PFMEA) and CPK study.</li> <li>• Leadership, ownership, team player, self-motivation.</li> <li>• Attention to details and eagerness to learn new technology.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for automation engineering systems &amp; processes per safety and performance standards to build products.</li> <li>• Establish performance &amp; quality criteria via validation (IQ, OQ and PQ) by FEED (Front End Engineering Design), testing, installation, commissioning &amp; handover for production.</li> <li>• Work closely with internal team for technical solution, design experiment, validation, qualification procedure &amp; check list to ensure products meet governance, company &amp; customer requirements.</li> <li>• Create testing protocol, run test for concept approval, analyze results, update activity logs &amp; document results.</li> <li>• Monitor compliance with safety and quality regulations.</li> <li>• Calibrating and repairing machines &amp; equipment.</li> <li>• Participated in cross functional team for product failure root cause analysis and automation system Continuous Improvement.</li> <li>• Design new machines &amp; auxiliary equipment maintenance procedures, check list &amp; work instructions, provide training for operation &amp; maintenance staff.</li> <li>• Collaborate with internal and external process FMEA and Machine qualification.</li> <li>• Collaborates with suppliers and in-house completes all FAT and SAT requirements within the delivery date.</li> <li>• Perform Lean principle (5S, Gemba-walk, 5-why and B&amp;A suggestion improvements)</li> <li>• Submit and Follow-up qualification with QA and Production staff.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 08.30am - 5.45pm</li> <li>• 1 Joo Koon Crescent</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Buyer (Automation)	<ul style="list-style-type: none"> <li>• Diploma / Degree of Engineering in Automation / Mechatronics / Mechanical / Electrical or equivalent.</li> <li>• Previous 3-6 years' experience as a validation engineer or in a similar role.</li> <li>• Experience in project management.</li> <li>• Strong understanding of automation engineering system design concept &amp; development, manufacturing processes and safety regulations.</li> <li>• Excellent mathematical and analytical skills. Attention to detail.</li> <li>• Knowledge of statistical software analysis (e.g., MINITAB, MATLAB)</li> <li>• Well versed in Microsoft office tools (Excel / Word / Power point)</li> <li>• Have know-how in Process Failure Mode Effect Analysis (PFMEA) and CPK study.</li> <li>• Leadership, ownership, team player, self-motivation.</li> <li>• Attention to details and eagerness to learn new technology.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for automation engineering systems &amp; processes per safety and performance standards to build products.</li> <li>• Establish performance &amp; quality criteria via validation (IQ, OQ and PQ) by FEED (Front End Engineering Design), testing, installation, commissioning &amp; handover for production.</li> <li>• Work closely with internal team for technical solution, design experiment, validation, qualification procedure &amp; check list to ensure products meet governance, company &amp; customer requirements.</li> <li>• Create testing protocol, run test for concept approval, analyze results, update activity logs &amp; document results.</li> <li>• Monitor compliance with safety and quality regulations.</li> <li>• Calibrating and repairing machines &amp; equipment.</li> <li>• Participated in cross functional team for product failure root cause analysis and automation system Continuous Improvement.</li> <li>• Design new machines &amp; auxiliary equipment maintenance procedures, check list &amp; work instructions, provide training for operation &amp; maintenance staff.</li> <li>• Collaborate with internal and external process FMEA and Machine qualification.</li> <li>• Collaborates with suppliers and in-house completes all FAT and SAT requirements within the delivery date.</li> <li>• Perform Lean principle (5S, Gemba-walk, 5-why and B&amp;A suggestion improvements)</li> <li>• Submit and Follow-up qualification with QA and Production staff.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 08.30am - 5.45pm</li> <li>• 1 Joo Koon Crescent</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Buyer (Supply Chain)	<ul style="list-style-type: none"> <li>• Diploma or Degree in Supply Chain, Engineering or Business administration</li> <li>• 1 - 3 years of related experience</li> <li>• Good in general administration, process workflow of Procurement</li> <li>• Knowledge of ISO9001 / ISO13485 Quality Management System related to Purchasing process is an advantage.</li> <li>• Basic IT skills (MS Office)</li> <li>• Preferably with experience in SAP Materials Management</li> <li>• Able to communicate well in English.</li> <li>• Independent, good initiative and able to multi-task in fast paced environment</li> <li>• Harmonious, productive working relationships with other departments.</li> </ul>	<ul style="list-style-type: none"> <li>• Contribute to the development and implementation of procurement management concept in the company.</li> <li>• Exercise integrity in the management of vendors.</li> <li>• Compliance of procedures.</li> <li>• Adhere strictly to the authorization limits by the approving authority.</li> <li>• Source for or develop competent vendors to meet quality, cost, and service level: through judicious and ethical Procurement practice.</li> <li>• Analyze quotations and determine the most suitable vendor.</li> <li>• Negotiate optimal purchasing terms and conditions.</li> <li>• Create and maintain purchasing master data in the ERP.</li> <li>• Maintain other required procurement related data.</li> <li>• Administer changes in purchasing specification, price, and procedure.</li> <li>• Run Purchase Requisition report, plan order release in a timely manner.</li> <li>• Purchase direct materials, services, machinery, and equipment at minimum cost consistent with delivery and quality requirements.</li> <li>• Manage restrictions on materials which would prohibit purchase.</li> <li>• Liaise closely with Planner on production plan, review production material usage forecast, regulate supply to meet demand.</li> <li>• Escalate and suggest alternative supply routes or materials if supply gap arises.</li> <li>• Optimize inventory holding.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 08.30am - 5.45pm</li> <li>• 1 Joo Koon Crescent</li> </ul>
Engineer - Automation (Mechanical) - SITC	<ul style="list-style-type: none"> <li>• Diploma / Degree of Engineering in Automation / Mechatronics / Mechanical / Electrical or equivalent.</li> <li>• Previous 3-6 years' experience as a validation engineer or in a similar role.</li> <li>• Experience in project management.</li> <li>• Strong understanding of automation engineering system design concept &amp; development, manufacturing processes and safety regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for automation engineering systems &amp; processes per safety and performance standards to build products.</li> <li>• Establish performance &amp; quality criteria via validation (IQ, OQ and PQ) by FEED (Front End Engineering Design), testing, installation, commissioning &amp; handover for production.</li> <li>• Work closely with internal team for technical solution, design experiment, validation, qualification procedure &amp; check list to ensure products meet governance, company &amp; customer requirements.</li> <li>• Create testing protocol, run test for concept approval, analyze results, update activity logs &amp; document results.</li> <li>• Monitor compliance with safety and quality regulations.</li> <li>• Calibrating and repairing machines &amp; equipment.</li> <li>• Participated in cross functional team for product failure root cause analysis and</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 08.30am - 5.45pm</li> <li>• 1 Joo Koon Crescent</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"> <li>• Excellent mathematical and analytical skills. Attention to detail.</li> <li>• Knowledge of statistical software analysis (e.g., MINITAB, MATLAB)</li> <li>• Well versed in Microsoft office tools (Excel/ Word / Power point)</li> <li>• Have know-how in Process Failure Mode Effect Analysis (PFMEA) and CPK study.</li> <li>• Leadership, ownership, team player, self-motivation.</li> <li>• Attention to details and eagerness to learn new technology.</li> </ul>	<p>automation system Continuous Improvement.</p> <ul style="list-style-type: none"> <li>• Design new machines &amp; auxiliary equipment maintenance procedures, check list &amp; work instructions, provide training for operation &amp; maintenance staff.</li> <li>• Collaborate with internal and external process FMEA and Machine qualification.</li> <li>• Collaborates with suppliers and in-house completes all FAT and SAT requirements within the delivery date.</li> <li>• Perform Lean principle (5S, Gemba-walk, 5-why and B&amp;A suggestion improvements)</li> <li>• Submit and Follow-up qualification with QA and Production staff.</li> </ul>	
Engineer - Tooling	<ul style="list-style-type: none"> <li>• Diploma / NITEC in Precision Machining, Tooling Technology or relevant</li> <li>• Experience in project management and tooling technical incline.</li> <li>• Good analytical, communication and interpersonal relation skills</li> <li>• Able to evaluate, diagnose and troubleshoot problems.</li> <li>• A team player with ability to work under minimum supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct tooling Contract review, mold design review, mold trial review, project review meetings.</li> <li>• Liaise with Designers, manufacturing Engineers, Planners on the progress of tool fabrication to achieve 100% on-time delivery.</li> <li>• Provide timely updates and Gantt charts to BD group.</li> <li>• Attend mold testing and perform molding process optimization to achieve part consistency quality.</li> <li>• Study FA report for dimensional rectification according product form fit functions as required by the customer.</li> <li>• Lead team in problem solving – identification of problems and analysis of the root cause.</li> <li>• Liaise with suppliers for mold outsourcing on all tooling related issues.</li> <li>• Provide BD with technical support and customers with tooling feasibilities.</li> <li>• Prepare quotation for engineering change requests.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 08.30am - 5.45pm</li> <li>• 1 Joo Koon Crescent</li> </ul>
Inspector I	<ul style="list-style-type: none"> <li>• Minimum 'N' level qualification</li> <li>• Minimum 1 year experience in Manufacturing</li> <li>• Experience in Plastic Injection Molding environment will be advantageous.</li> <li>• Knowledgeable in basic Manufacturing Process</li> </ul>	<ul style="list-style-type: none"> <li>• Perform inspection and measurement at various inspection points to ensure product conform to customer specification.</li> <li>• Apply SPC tools in monitoring product dimensions.</li> <li>• Perform CPK study for evaluations.</li> <li>• Carry out product audit measurement.</li> <li>• Compute quality reports.</li> <li>• Carry out containment plan.</li> <li>• Perform inspection with respect to delivery schedule.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 08.30am - 5.45pm</li> <li>• 1 Joo Koon Crescent</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"> <li>• Use of CMM, Smart-scope and Hand tool such as vernier calipers or micrometer</li> <li>• Ability to communicate in simple English.</li> <li>• Able to work on 2 rotating shifts.</li> </ul>		
Machinist - EDM	<ul style="list-style-type: none"> <li>• NITEC in Precision Engineering or relevant areas</li> <li>• 1 – 2 years relevant experience</li> <li>• Good knowledge on CNC EDM Wire-cut machines</li> <li>• Possess leadership quality and high enthusiasm.</li> <li>• Able to operate different types of machines.</li> <li>• Meticulous and able to perform rotating shifts.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct EDM process to support the in-house mold making and repairing.</li> <li>• Prepare &amp; arrange required electrodes for set-up of the next CMM machining process.</li> <li>• Self-inspect finished workpiece before routing to the next manufacturing process.</li> <li>• Ensure that the machine maintenance is done according to the instruction manual.</li> <li>• Follow up on specific tasks and problems on the advice of the Manufacturing Engineer</li> <li>• Conduct checks on all out-coming electrodes from both in-house and subcontractors.</li> <li>• Ensure section housekeeping is always well-maintained.</li> <li>• Observe safety rules.</li> <li>• Recommend change of work order instruction whenever necessary.</li> <li>• Take reasonable care of workplace health and safety; abide by all EHS policies and procedures; cooperate with Management and colleagues in EHS initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 08.30am - 5.45pm</li> <li>• 51 Joo Koon Circle</li> </ul>
Mold Maker I	<ul style="list-style-type: none"> <li>• Minimum GCE 'O' Level and above</li> <li>• Minimum 1 - 3 years of mold making experience (Plastic injection molding)</li> <li>• Possess knowledge in mold repair and maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide mold servicing and mold repair to achieve Customer's specifications and delivery schedule.</li> <li>• Perform mold inspections for new and transfer tools.</li> <li>• Perform tooling-related preparation and machining.</li> <li>• Mold repairs, assemble, dismantle and new mold fabrication.</li> <li>• Involved in mold troubleshooting and mold improvements.</li> <li>• Execute mold preventive maintenance according to plan.</li> <li>• Check and monitor spare part stock.</li> <li>• Take reasonable care of workplace health and safety; abide by all EHS policies and procedures; cooperate with Management and colleagues in EHS initiatives.</li> <li>• Any other duties as and when assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 08.30am - 5.45pm</li> <li>• 51 Joo Koon Circle</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Operator I	<ul style="list-style-type: none"> <li>• Able to read and write basic English as per required on packaging.</li> <li>• Able to work on rotating shifts as per Company's production planning.</li> <li>• No color vision problem.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform simple visual check or using a scope on molded components.</li> <li>• Perform / detect common molding defects e.g. short molding, sink mark, silver streak, flow line, pin mark, oil mark, flashes, color out, impurities, scratches, drag mark, air bubble.</li> <li>• Make use of simple tools (pen knife, cutter) to do de-gating and rework on molded components.</li> <li>• Pack completed parts according to packaging specifications.</li> <li>• Differentiate, identify, and label the parts correctly.</li> <li>• Record daily scrap records correctly.</li> <li>• If scraps are too high must inform production technicians.</li> <li>• Any other duties as and when assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 08.30am - 5.45pm</li> <li>• 1 Joo Koon Crescent</li> </ul>
Product Design & Development Engineer	<ul style="list-style-type: none"> <li>• Bachelor Degree or Diploma in Mechanical or related</li> <li>• Minimum 5 years of relevant experience</li> <li>• Good understanding of medical product molding and clean-room environment</li> <li>• Knowledge in robotic / EOAT programming and setting</li> <li>• Ability to work across functionally and strives for internal and external customer service.</li> <li>• High level of attention to detail and mechanical aptitude.</li> </ul>	<ul style="list-style-type: none"> <li>• Lead and direct cross-functional team in program execution.</li> <li>• Ensure proper qualification of new projects and successful implementation of programs in the production/manufacturing unit!</li> <li>• Track and monitor project progress to ensure project schedules and cost objectives are met.</li> <li>• Actively follow sales leads and take lead in business development.</li> <li>• Serve as primary technical contact with customers on strategic or politically sensitive issues.</li> <li>• Generating quotation for molding projects involving new tooling</li> <li>• Work with Manufacturing on developing and establishing workflows and production concepts (to optimize production efficiency &amp; meet customers' requirements)</li> <li>• Identify and specify engineering requirements for new projects.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 08.30am - 5.45pm</li> <li>• 51 Joo Koon Circle</li> </ul>
Program Engineer	<ul style="list-style-type: none"> <li>• Degree in Mechanical Engineering</li> <li>• 3-6 years of relevant experience</li> <li>• Experience in managing healthcare products.</li> <li>• Good knowledge of project management &amp; production process</li> <li>• IT Skills (MS Office)</li> <li>• Communicate well in English, organizational and planning abilities.</li> <li>• Independent, good initiative and able to</li> </ul>	<ul style="list-style-type: none"> <li>• Lead and direct cross-functional team in program execution.</li> <li>• Ensure proper qualification of new projects and successful implementation of programs in the production / manufacturing unit.</li> <li>• Track and monitor project progress to ensure project schedules and cost objectives are met.</li> <li>• Actively follow sales leads and take lead in business development.</li> <li>• Serve as primary technical contact with customers on strategic or politically sensitive issues.</li> <li>• Generating quotation for molding projects involving new tooling</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 08.30am - 5.45pm</li> <li>• 51 Joo Koon Circle</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	multi-task in fast paced environment.	<ul style="list-style-type: none"> <li>• Work with Manufacturing on developing and establishing workflows and production concepts (to optimize production efficiency &amp; meet customers' requirements)</li> <li>• Identify and specify engineering requirements for new projects.</li> </ul>	
Tooling Engineer	<ul style="list-style-type: none"> <li>• Diploma / NITEC in Precision Machining, Tooling Technology or relevant.</li> <li>• Experience in project management and tooling technical incline.</li> <li>• Good analytical, communication and interpersonal relation skills.</li> <li>• Able to evaluate, diagnose and troubleshoot problems.</li> <li>• A team player with ability to work under minimum supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct tooling Contract review, mold design review, mold trial review, project review meetings.</li> <li>• Liaise with Designers, manufacturing Engineers, Planners on the progress of tool fabrication to achieve 100% on-time delivery.</li> <li>• Provide timely updates and Gantt charts to BD group.</li> <li>• Attend mold testing and perform molding process optimization to achieve part consistency quality.</li> <li>• Study FA report for dimensional rectification according product form fit functions as required by the customer.</li> <li>• Lead team in problem solving – identification of problems and analysis of the root cause.</li> <li>• Liaise with suppliers for mold outsourcing on all tooling related issues.</li> <li>• Provide BD with technical support and customers with tooling feasibilities.</li> <li>• Prepare quotation for engineering change requests.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 08.30am - 5.45pm</li> <li>• 51 Joo Koon Circle</li> </ul>

## 23. VDL Enabling Technologies Group

VDL Enabling Technologies Group (VDL ETG) is a tier-one design & contract manufacturing partner with global operations. Our customers are 'Original Equipment Manufacturing' companies that have a leading role in high-tech manufacturing equipment and users of advanced production lines.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Commodity Specialist	<ul style="list-style-type: none"> <li>• Degree in Engineering / logistics or other relevant qualification.</li> <li>• Minimum 5 years of experience in a commodity specialist / supply chain role in the manufacturing industry.</li> <li>• Certified Supply Chain Professional (CSCP) is preferred.</li> <li>• Team player.</li> <li>• Good problem-solving skills.</li> <li>• Meticulous in details.</li> <li>• Proficient in advanced Microsoft Excel functions</li> <li>• Good communication skills</li> <li>• Experience in front-end wafer fabrication equipment will be an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Source for materials, components, and service-related activities at the most competitive prices to fulfill business requirements.</li> <li>• Develop and implement commodity strategies to categorize and transform the supply base that will ultimately achieve the company goal &amp; and business objectives.</li> <li>• Implement supplier agreements / contracts by working with cross - functional stakeholders and suppliers to enable tactical buying for the Material Management Team (MMT) and meet business goals.</li> <li>• Address outstanding Project Requirement Planning (PRP) and Change Control System (CCS) affecting the project to meet program / business requirements.</li> <li>• Manage supplier relationships to maintain and develop a win-win situation.</li> <li>• Support and participate in company continuous improvement program.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hours per week</li> <li>• 259 Jln. Ahmad Ibrahim</li> </ul>
Electrical Design Engineer	<ul style="list-style-type: none"> <li>• Bachelor's or Master's Degree in Electrical or Electro - Mechanical engineering, preferably with a focus on motion systems</li> <li>• Knowledge of electric design principles of cabling, connectors, safety systems, electronic racks, PCB design</li> <li>• User of 3D design tools and schematic drawing tools (e.g. NX, SolidWorks, E-Plan)</li> <li>• Basic programming skills and ability to debug electrical systems.</li> <li>• Understanding of motion control systems</li> <li>• Helicopter view, abstract thinking, and ability to think out-of-the box.</li> <li>• An effective communicator</li> <li>• Fluent in English, both speaking and writing.</li> <li>• Willingness to travel overseas and cooperate with the European mother company.</li> </ul>	<ul style="list-style-type: none"> <li>• Quotation Phase: create a plan with scope, cost, and lead time estimation together with the project team and the customer.</li> <li>• Feasibility phase: consolidate customer requirement specifications into an investigation of the feasibility of mechanical concepts.</li> <li>• Definition Phase: develop Description of System Design Requirements and Specifications.</li> <li>• System Design Phase: generation of system design concepts and reviews: <ul style="list-style-type: none"> <li>• o Develop well-considered choices, validated against system requirements</li> <li>• o Definition of high-level modules and related technical interfaces</li> <li>• o Monitor that projects stay within agreed specifications.</li> <li>• o Make use of your creativity and helicopter view to find solutions in case of conflicts.</li> </ul> </li> <li>• Detail Phase: create 3-D models and drawings.</li> <li>• System integration and verification: verify design / the chosen concept on</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hours per week</li> <li>• 259 Jln. Ahmad Ibrahim</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"> <li>Additional requirements for Senior Mechatronic Engineer: At least 5 years of relevant working experience (semicon or similar).</li> </ul>	<p>the requirements by means of functional models or (pre-)proto production.</p> <ul style="list-style-type: none"> <li>Production release: release the design for production.</li> </ul>	
<p>Equipment Assembly Specialist (1-year contract (renewable))</p>	<ul style="list-style-type: none"> <li>Nitec / Higher Nitec / Diploma in Mechanical Engineering / Electrical Engineering / Mechatronic Engineering or equivalent course</li> <li>No experience is welcome.</li> <li>Preferably with Workplace safety &amp; health in Metal work certification</li> <li>Knowledge on assembly drawing.</li> </ul>	<ul style="list-style-type: none"> <li>Perform basic &amp; advanced machine electrical wiring works.</li> <li>Assemble electrical or electronic systems or support structures and install components, units, subassemblies, wiring, or assembly.</li> <li>Perform assembly per assembly drawing, Bill of Material, Electrical and Pneumatic control diagram.</li> <li>Perform alignment, test, process inspection, integration, and product release procedures.</li> <li>Inspect wiring installations, assemblies, and circuits.</li> <li>Perform reporting in shop floor control system.</li> <li>To ensure quality, efficiency, and delivery performance.</li> <li>Perform periodical calibration and maintenance for assembly tools.</li> <li>Handling quality and shipment documents.</li> <li>Participate in programs for improvement.</li> <li>Practice work safety and good 5S housekeeping.</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>44-hours per week</li> <li>259 Jln. Ahmad Ibrahim</li> </ul>
<p>Manufacturing Engineer (System Integration)</p>	<ul style="list-style-type: none"> <li>Diploma / Degree in Engineering or Engineering Technology; Industrial or Mechanical preferred.</li> <li>Minimum of 3 years of experience in the manufacturing engineering field, preferably in a manufacturing assembly environment.</li> <li>Strong leadership and entrepreneurial abilities.</li> <li>Good communication and organizational skills.</li> </ul>	<ul style="list-style-type: none"> <li>You are responsible for completing end-to-end planning and coordinating all the manufacturing processes for a specific project.</li> <li>Work closely with internal stakeholders regarding manufacturing capabilities, production schedules, and other considerations to ensure that manufacturing can meet cost, quality, and delivery requirements.</li> <li>Develops, evaluates, and improves manufacturing methods, utilizing knowledge of product design, materials and parts, fabrication processes, tooling, and production equipment capabilities, assembly methods, and quality control standards.</li> <li>Analyzes and plans workforce utilization, space requirements, and workflow, and designs layout of equipment and workspace for maximum efficiency.</li> <li>Analyze gaps between actual production time and standard time</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>44-hours per week</li> <li>259 Jln. Ahmad Ibrahim</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<p>and discuss with Process Engineering for a resolution.</p> <ul style="list-style-type: none"> <li>Assures product and process quality by designing testing methods; testing finished- product and process capabilities; establishing standards; confirming manufacturing processes and developing cleanroom control and contamination control protocol and ensuring compliance.</li> </ul>	
<p>Mechanical Design Engineer</p>	<ul style="list-style-type: none"> <li>Bachelor’s or Master’s Degree in Mechanical Engineering, preferably with a focus on construction / precision mechanics</li> <li>Knowledge of mechanic design principles, accurate positioning, dynamic behavior, material properties, strength, and stiffness</li> <li>User of 3D design tools (e.g. NX or SolidWorks)</li> <li>User of product lifecycle management systems (e.g. Team Center or EPDM)</li> <li>Basic knowledge of FEA calculations in mechanical design</li> <li>Helicopter view, abstract thinking, and ability to think out-of-the box.</li> <li>An effective communicator</li> <li>Fluent in English, both speaking and writing.</li> <li>Willingness to travel overseas and cooperate with the European mother company.</li> <li>Additional requirements for Sr. Mechanical Engineer: At least 5 years of relevant working experience (Semi-con, precision mechanics, or similar).</li> </ul>	<ul style="list-style-type: none"> <li>Quotation Phase: create a plan with scope, cost, and lead time estimation together with the project team and the customer.</li> <li>Feasibility phase: consolidate customer requirement specifications into an investigation of the feasibility of mechanical concepts.</li> <li>Definition Phase: develop Description of System Design Requirements and Specifications.</li> <li>System Design Phase: generation of system design concepts and reviews:</li> <li>Develop well-considered choices, validated against system requirements.</li> <li>Definition of high-level modules and related technical interfaces</li> <li>Monitor that projects stay within agreed specifications.</li> <li>Make use of your creativity and helicopter view to find solutions in case of conflicts.</li> <li>Detail Phase: create 3D models and drawings.</li> <li>System integration and verification: verify design / the chosen concept on the requirements by means of functional models or (pre-)proto production.</li> <li>Production release: release the design for production.</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>44-hours per week</li> <li>259 Jln. Ahmad Ibrahim</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
<p>Mechatronic Design Engineer</p>	<ul style="list-style-type: none"> <li>• Bachelor’s or Master’s Degree in Electrical or Electro-mechanical engineering, preferably with a focus on motion systems and with experience in high-tech equipment</li> <li>• Knowledge of electric design principles of cabling, connectors, safety systems, electronic racks, PCB design</li> <li>• Knowledge of mechanic design principles, accurate positioning, dynamic behavior, material properties, strength, and stiffness</li> <li>• User of 3D design tools and schematic drawing tools (e.g. NX, SolidWorks, E-Plan)</li> <li>• User of product lifecycle management systems (e.g. Team Center or EPDM)</li> <li>• Have programming skills and ability to debug electrical systems.</li> <li>• Thorough understanding of motion control systems</li> <li>• Helicopter view, abstract thinking, and ability to think out-of-the box.</li> <li>• An effective communicator.</li> <li>• Fluent in English, both speaking and writing.</li> </ul>	<ul style="list-style-type: none"> <li>• Quotation Phase: create a plan with scope, cost and lead time estimation together with the project team and the customer.</li> <li>• Feasibility phase: consolidate customer requirement specifications into an investigation of the feasibility of mechanical concepts.</li> <li>• Definition Phase: develop Description of System Design Requirements and Specifications.</li> <li>• System Design Phase: generation of system design concepts and reviews:</li> <li>• Develop well-considered choices, validated against system requirements.</li> <li>• Definition of high-level modules and related technical interfaces</li> <li>• Monitor that projects stay within agreed specifications.</li> <li>• Make use of your creativity and helicopter view to find solutions in case of conflicts.</li> <li>• Detail Phase: create schematics, 3D models and drawings.</li> <li>• System integration and verification: verify design / the chosen concept on the requirements by means of functional models or (pre-)proto production.</li> <li>• Production release: Release the design for production.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hours per week</li> <li>• 259 Jln. Ahmad Ibrahim</li> </ul>
<p>Process Engineer (System Integration)</p>	<ul style="list-style-type: none"> <li>• Diploma / Degree in Mechanical / Mechatronics / Electrical or Precision Engineering or other relevant discipline.</li> <li>• Minimum 1 years of experience as a process engineer in the Semiconductor industry or equivalent.</li> <li>• Knowledge of Lean Six Sigma, Lean Six Sigma certification will be an advantage.</li> <li>• Mechanical and electrical workmanship</li> <li>• Experience of working in a cleanroom will be an advantage.</li> <li>• Good problem-solving skills</li> <li>• Proficient in Microsoft Excel functions</li> <li>• Good communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Transfer of Project, Technology, System from customer to VDL for New product development.</li> <li>• Feasibility study for New Assembly.</li> <li>• Identify the facilities / supplies required for the assembly.</li> <li>• Define and establish Project Plan for Assembly to meet on time delivery.</li> <li>• Resolve technical issues in assembly to ensure smooth production.</li> <li>• Manage technical changes to fulfill customer requirement.</li> <li>• Implement improvements to processes for cost effectiveness.</li> <li>• Support and participate in company continuous improvement program.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hours per week</li> <li>• 259 Jln. Ahmad Ibrahim</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Process Engineering Manager (System Integration)	<ul style="list-style-type: none"> <li>• Degree in Engineering (Mechanical, Mechatronics, Electrical, Precision or Industrial Engineering)</li> <li>• At least 10 years of experience in process management in the manufacturing assembly environment.</li> <li>• Strategic, creative, and systemic thinking</li> <li>• Experience in system setup.</li> <li>• Experience in leading and mentoring a team will be a plus.</li> <li>• Lean Six Sigma certification will be an advantage.</li> <li>• QA 7 tools for Process Improvement.</li> </ul>	<ul style="list-style-type: none"> <li>• Oversees process engineering efforts on cost savings opportunities, support for new products (NPI), and tracking expenses.</li> <li>• Ensure optimization and improvement of equipment and processes for long-term robustness and reliability.</li> <li>• Oversee the conceptual analysis of new capital projects while implementing engineering standards and best practices in project design.</li> <li>• Motivation and development of a world-class processing team.</li> <li>• Troubleshoot and lead the repair of process equipment and systems as required.</li> <li>• Understand new processes and manufacturing methods.</li> <li>• Have good analytical skills to handle quality issues and meet customer quality expectations.</li> <li>• Participate in management team policies formulation and strategies of the factory.</li> <li>• People management, ensuring the team is fully equipped with the necessary skills and knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hours per week</li> <li>• 259 Jln. Ahmad Ibrahim</li> </ul>
Production Engineer	<ul style="list-style-type: none"> <li>• Diploma / Bachelor's in Engineering (Mechanical, Mechatronics, Electrical, Precision or Industrial Engineering).</li> <li>• At least 3 years of experience as an engineer in the manufacturing assembly environment.</li> <li>• Good communication skills to perform mentoring and coaching to production staff.</li> <li>• Good knowledge of problem-solving methodology.</li> <li>• Ensure the safety standards and process safety management is duly followed.</li> </ul>	<ul style="list-style-type: none"> <li>• Supervising the man and assembly process, ensuring quality work is done safely and efficiently.</li> <li>• Organize and motivate the mini companies to perform daily production activities.</li> <li>• Draw up training, and job rotation plans to develop manpower to be more flexible and competent and stimulate continuous productivity improvement.</li> <li>• Liaising with other Engineers to develop plans that improve productivity, in terms of costs and manpower required.</li> <li>• Support engineering / manufacturing teams, draw up safety protocols, report issues to the manager, and develop strategies to improve efficiency and profit.</li> <li>• Take part in quality meetings with QA and process, conduct production CAB meetings, and ensure corrective actions are carried out.</li> <li>• Conduct daily supervisor and production meetings to achieve delivery reliability.</li> <li>• Record and report on the department's activities and</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hours per week</li> <li>• 259 Jln. Ahmad Ibrahim</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<p>production results regularly in each productivity review meeting.</p> <ul style="list-style-type: none"> <li>• Manage consumables and non-capitalized equipment spending.</li> <li>• Maintain and ensure 5S housekeeping on the shop floor.</li> </ul>	
Program Administrator	<ul style="list-style-type: none"> <li>• Diploma in Engineering or other relevant qualification.</li> <li>• Minimum 3 years of experience as an administrator in the manufacturing industry.</li> <li>• Good problem-solving skills.</li> <li>• Meticulous in details.</li> <li>• Proficient in advanced Microsoft Excel functions.</li> <li>• Good communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange documentation for product shipments to customers and returns of materials, tools, and or jigs from customers to ensure on-time delivery is met.</li> <li>• Monitor and track customer consign materials and feed them back to the Program Manager to assign the rightful project to maintain receipt of the consignment materials.</li> <li>• Assist in executing change requests from customers e.g., engineering or configuration changes (e.g., Bill-of-Materials comparison and updating) to ensure timely execution of customer Engineering Change Order (ECO) and BOM changes.</li> <li>• Maintain and update trackers related to program deliverables e.g., engineering issues, waiver requests, change requests, etc., to ensure all critical information and approval are in place for quality products.</li> <li>• Assist in other program administrative tasks as assigned by program managers.</li> <li>• Download the On Time Delivery (OTD) report from the customer portal and validate it against the shipment record for PM to analyze OTD performance.</li> <li>• Support and participate in company continuous improvement program.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hours per week</li> <li>• 259 Jln. Ahmad Ibrahim</li> </ul>
Program Manager	<ul style="list-style-type: none"> <li>• Degree in Engineering or other relevant qualification.</li> <li>• Minimum 5 years of experience in project management in the manufacturing industry.</li> <li>• Professional Management Professional (PMP) certification is required.</li> <li>• Good problem-solving skills</li> <li>• Meticulous in details</li> <li>• Proficient in advanced Microsoft Excel functions</li> <li>• Good communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate and align with customers and factory on the program delivery schedule.</li> <li>• Ensure closure for quality-related issues with factory and customer.</li> <li>• Review Engineering Change Order (ECO) changes and update the associate BOM to the latest revision.</li> <li>• Lead the program team to address order material shortages so that the Production build can be on schedule.</li> <li>• Arrange shipment for Open Orders to meet customer needs.</li> <li>• Communicate End of Life (EOL) items to customers to finalize their replacement.</li> <li>• Support and participate in company's continuous improvement program.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hours per week</li> <li>• 259 Jln. Ahmad Ibrahim</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Welding Engineer	<ul style="list-style-type: none"> <li>• Diploma / Degree in Mechanical Engineering / relevant field</li> <li>• At least 2 years' experience on handling welding (TIG / MIG / MAG process) related products / vacuum chamber / frame</li> <li>• Possess expertise in various types of welding and metal joining processes.</li> <li>• IWE / IWT certification is required.</li> <li>• Well verse in the interpretation and qualification process of AWS, ISO welding specifications.</li> <li>• Working experience in the semiconductor industry will be a plus.</li> <li>• Good leadership and communication skills</li> <li>• Able to carry out technical analysis independently.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish cost effective &amp; low risk manufacturing process steps / planning from raw material to completion including special processes, for parts involving welding such as frames, vacuum welded chambers / parts.</li> <li>• Responsible for managing FA project schedule and ensuring physical product meets specifications, within budgeted cost and committed timeline.</li> <li>• Designs and implements improvements to products, processes, tooling, or documentation which enhance the utility, quality, reliability, or cost effectiveness, encompassing health and safety in responsibility.</li> <li>• Work with internal &amp; external parties to solve engineering issues and implement solutions.</li> <li>• Hands on and work with internal stakeholders to ensure smooth production flow when needed.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hours per week</li> <li>• 259 Jln. Ahmad Ibrahim</li> </ul>

## 24. Vision One

Vision One Pte Ltd was started in 2010 April, we are a one stop engineering solution workshop which provides machining with solution, fabricating, customizing and spray painting services.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
CNC Machinist	<ul style="list-style-type: none"> <li>Familiarize with 3 to 5 axis CNC Machine</li> </ul>	<ul style="list-style-type: none"> <li>Operating and setting up CNC Milling / Turning machinery for daily tasks</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>8.5-hours per day</li> <li>11 Kian Teck Rd</li> </ul>
CNC Program	<ul style="list-style-type: none"> <li>Familiarize with 3 to 5 axis CNC Machine</li> </ul>	<ul style="list-style-type: none"> <li>Creates the programs that instruct machines that produce parts</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>8.5-hours per day</li> <li>11 Kian Teck Rd</li> </ul>
QAQC Admin	<ul style="list-style-type: none"> <li>At least 1-year of working experience in the related field</li> </ul>	<ul style="list-style-type: none"> <li>Prepare reports through collecting, analyzing, and summarizing data</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>8.5-hours per day</li> <li>11 Kian Teck Rd</li> </ul>
Spray Painter	<ul style="list-style-type: none"> <li>At least 1-year of working experience in the related field</li> </ul>	<ul style="list-style-type: none"> <li>To carry out spray painter process / tasks, including preparation and operations of spray system and setting up of parts on appropriate machines</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>8.5-hours per day</li> <li>11 Kian Teck Rd</li> </ul>
Welder & Flame Cutter	<ul style="list-style-type: none"> <li>At least 1-year of working experience in the related field</li> </ul>	<ul style="list-style-type: none"> <li>To perform welding / metal-working tasks</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>8.5-hours per day</li> <li>11 Kian Teck Rd</li> </ul>

## Back-end Referral

(Email your resume to [epme@e2i.com.sg](mailto:epme@e2i.com.sg) if you wish to apply for these positions)

### 1. A & One Precision Engineering

Established in 1992, A & ONE Precision Engineering relies on over 30 years of experience in the industry to deliver world-class engineering solutions across multiple sectors. As a ONE-STOP solution for all your engineering needs, we offer a comprehensive range of engineering services, including precision machining, sheet metal fabrication, frame structural weldment, sub-module assembly and complete turnkey projects.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Accounts Assistant	<ul style="list-style-type: none"> <li>• Minimum LCCI Book-keeping / CAT or its relevant with computer literacy</li> <li>• Certificate on Microsoft Office (Word &amp; Excel) Level 1 &amp; 2</li> <li>• Minimum 3 years in relevant experience in relevant field and manufacturing environment.</li> <li>• Proficient in Computerized Accounting System include Navision (ERP) System.</li> <li>• Well knowledge in full-set entries, accounting flow-chart, principal, and cost management.</li> <li>• Good mind-set and passion with "CAN DO" attitude.</li> </ul>	<ul style="list-style-type: none"> <li>• Handle accounts payable and receivable.</li> <li>• Preparation of approval documentation for cheque issuance.</li> <li>• Involved in filing duties of delivery orders, invoices, etc.</li> <li>• Follow up with customers / vendors for payment.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-day work week</li> <li>• 8.00am - 5.30pm</li> <li>• 5 Tuas Lane</li> </ul>
Assembly Technician	<ul style="list-style-type: none"> <li>• Minimum ITE / NITEC / HNTEC Diploma level in Engineering or equivalent with computer literacy (Microsoft office).</li> <li>• 3 years of project management in Engineering or manufacturing environment or its relevant.</li> <li>• Those who with experience working with multi-discipline project teams in manufacturing and assembly environments.</li> <li>• Ability to work effectively with inter-department and customers to achieve deadlines and under pressure-filled conditions.</li> </ul>	<ul style="list-style-type: none"> <li>• Assembly of higher end products which require self-interpretation and understanding of technical drawing, assembly requirements, which also includes Geometric Dimensioning and Tolerance</li> <li>• Electrical wiring and soldering for installation and assembling of mechanical and sub-assembly level components.</li> <li>• Troubleshooting of machinery, servicing, and maintenance.</li> <li>• Perform testing and commissioning of machines and testers.</li> <li>• Providing smooth and continuous running and support on machines and projects.</li> <li>• To provide rework or make call for the required rework processes.</li> <li>• Providing guidance to the team of operators.</li> <li>• Work location in Loyang and Tuas</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-day work week</li> <li>• 8.00am - 5.30pm</li> <li>• 30 Loyang Way / 5 Tuas Lane</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Buyer	<ul style="list-style-type: none"> <li>• Minimum Diploma in supply chain or its relevant with computer literacy (Microsoft office).</li> <li>• Minimum 3 years in relevant experience in purchasing environment.</li> <li>• Perform purchasing Navision (ERP) system.</li> <li>• Good mind-set and have a can-do attitude.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for executing directives as set forth for the Purchasing Department in meeting management objectives.</li> <li>• Provide primarily support at material department, as well as to Sales department on quotation of standard purchase items.</li> <li>• Source, negotiate &amp; purchase of materials, especially electronics and mechanical components.</li> <li>• Sending out inquiries to multiple sources for the best price and delivery.</li> <li>• Analyze quotes and recommend source of purchase.</li> <li>• Create purchase order and update purchase list and summary.</li> <li>• Monitor the purchase WIP to ensure correct quantity and delivery fulfillment.</li> <li>• Liaison with suppliers on Goods return, reject or repair.</li> <li>• Review and assess vendor performance on quality, pricing, delivery, and service.</li> <li>• Set targets regularly for material cost reduction.</li> <li>• Management of materials to minimize excess or obsolete.</li> <li>• Maintain the approved suppliers / vendors listing.</li> <li>• Evaluate and re-evaluate the suppliers / vendors' performance.</li> <li>• Participate in the implementation of risk assessment and risk control of medical devices.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-day work week</li> <li>• 8.00am - 5.30pm</li> <li>• 30 Loyang Way</li> </ul>
CNC Machinist	<ul style="list-style-type: none"> <li>• Minimum Secondary / ITE-NTEC / Diploma / Degree level Precision Engineering / Mechanical Engineering / Manufacturing / Mechatronics or its related discipline.</li> <li>• Entry Level or 3 - 5 years in relevant experience in related field</li> <li>• Able to interpret technical drawings and have machining knowledge.</li> <li>• Possess good analytical, verbal or written and interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>• To interpret technical drawing and performing machining process and requirement to produce the workpiece.</li> <li>• To perform machine code programming.</li> <li>• To operate, set up parts and produce parts as per drawing specification.</li> <li>• Guiding and providing operator / machinist with basic instruction in operating the machines.</li> <li>• Design simple jigs &amp; fixtures for machining process if required.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-day work week</li> <li>• 8.00am - 5.30pm</li> <li>• 30 Loyang Way / 5 Tuas Lane</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> <li>• To trouble shoot on dimensions non-conformance and provide corrective action and remedy</li> <li>• Work location in Loyang and Tuas.</li> </ul>	
CNC Programmer	<ul style="list-style-type: none"> <li>• Minimum ITE-NITEC / Diploma / Degree level PE / ME / Manufacturing / Mechatronics or its related discipline.</li> <li>• 3 - 8 years in relevant experience in related field</li> <li>• Able to interpret technical drawings and have machining knowledge.</li> <li>• Experience in machining processes such as CNC Milling / Turning.</li> <li>• Familiarize with CAD / CAM software like AutoCAD, Uni-Graphic, Mastercam, Solid Works etc.</li> <li>• Possess good analytical, verbal or written and interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>• To interpret technical drawing and performing machining process and requirement to produce the work piece.</li> <li>• To perform machine code programming with 3D modelling with Fanuc and or Tosnuc.</li> <li>• To operate, set up parts and produce parts as per drawing specification.</li> <li>• Guiding and providing operator / machinist with basic instruction in operating the machines.</li> <li>• Design simple jigs &amp; fixtures for machining process and good knowledge in understanding of manufacturing aspect include re-design.</li> <li>• To be responsible of all production mechanical related product matter and troubleshoot on dimensions non-conformance and provide corrective actions and remedy.</li> <li>• To participate in Manufacturing / Production Engineering activities to improve quality process, waste, efficiency, and cost.</li> <li>• To participate in failure analysis, recommend appropriate corrective / preventive technical action (if any)</li> <li>• To perform other similar or related duties as directed by superior from time to time.</li> <li>• Work location in Loyang and Tuas.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-day work week</li> <li>• 8.00am - 5.30pm</li> <li>• 30 Loyang Way / 5 Tuas Lane</li> </ul>
CNC Setter	<ul style="list-style-type: none"> <li>• Minimum ITE-NITEC / Diploma in Precision Machining or its related discipline.</li> <li>• Minimum 3 years in relevant experience in related field</li> <li>• Able to interpret technical drawings and have machining knowledge.</li> <li>• Experience in machining processes such as CNC Milling / Turning.</li> <li>• Possess good analytical, verbal /written, and interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>• To interpret technical drawing and perform machining process and requirement to produce the work piece.</li> <li>• Perform simple machine code programming with G code / M code.</li> <li>• To operate, set up parts and produce parts as per drawing specification.</li> <li>• Guiding and providing operator / machinist with basic instruction in operating the machines.</li> <li>• Design simple jigs &amp; fixtures for machining improvement process.</li> <li>• To be responsible of all production mechanical related product matter and troubleshoot on dimensions non-conformance and provide corrective actions and remedy.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-day work week</li> <li>• 8.00am - 5.30pm</li> <li>• 30 Loyang Way / 5 Tuas Lane</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> <li>• Participate in failure analysis, recommend appropriate corrective / preventive technical action (if any)</li> <li>• To perform other similar or related duties as directed by superior from time to time.</li> <li>• Work location in Loyang and Tuas.</li> </ul>	
Delivery driver cum packer	<ul style="list-style-type: none"> <li>• Possess good analytical, verbal / written, and interpersonal skills.</li> <li>• Preferably Class 3C license.</li> </ul>	<ul style="list-style-type: none"> <li>• To manage full supply chain cycle delivery for the Organization's, need with safe and best quality delivery.</li> <li>• To ensure proper timely delivery and collections of goods (Standard Operations Procedure- SOP).</li> <li>• To support best delivery activities to meet production operations or customers' needs from time to time.</li> <li>• To liaise with internal / external customers on all delivery or store-related function matters from time to time.</li> <li>• To pack goods according to work instructions / shipment requirement.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-day work week</li> <li>• 8.00am - 5.30pm</li> <li>• 30 Loyang Way</li> </ul>
HR cum Admin Assistant	<ul style="list-style-type: none"> <li>• Minimum ITE graduate in Human Resource or its relevant with computer literacy (Microsoft office &amp; excel).</li> <li>• Minimum three (3) years in relevant experience in relevant field and in manufacturing environment.</li> <li>• Proficient in payroll systems.</li> <li>• Good knowledge of HR local compliance &amp; Regulation.</li> <li>• Good mind-set, have a can-do attitude and meticulous analysis.</li> </ul>	<ul style="list-style-type: none"> <li>• To assist / in-charge in HR activities / duties covering recruitment &amp; selection, staff administration process on all leaves (MC, AL, NPL, etc.), work permit / pass admin etc. include new hire orientation and resignation clearance.</li> <li>• To assist in coordinating all leaves applications approval from Tuas HOD, training and development programs (if any) to submitting to HQ for record compliance to HQ practice.</li> <li>• To involve and oversee all administrative data up-date in production, purchase input collaboration duties, secretarial matter, and work etc. at Tuas both plants inclusive of Navision system promptly.</li> <li>• In-charge with all staff requisition and coordination on staff uniform, office stationery, medical check, training aspect etc. and be involved in periodical ISO and customer audit and any Tuas Management / Superior as and when ad-hoc duties.</li> <li>• Assist Safety Officer as and when required.</li> <li>• To assist to ensure all HQ and Tuas HR and production administration documentation recording and updating from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-day work week</li> <li>• 8.00am - 5.30pm</li> <li>• 5 Tuas Lane</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> <li>• To co-ordinate and have human relations working attitude with HR team and others department pro-actively and teamwork at all-time meeting targets and timely update / delivery.</li> <li>• To develop continuous HR improvement etc.</li> <li>• To assist to provide in following up good communication and even secretarial support to staff, HOD, superior for continuous improvement.</li> <li>• To assist and ensure all HR and production administration and support on all relevant update and proper quality, quantities performance always.</li> </ul>	
IT Technician	<ul style="list-style-type: none"> <li>• Possess good analytical, verbal / written, and interpersonal skills.</li> <li>• Able to speak mandarin to liase with Mandarin-speaking client</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for providing all essential IT support services to the company in a corporate environment.</li> <li>• Team player in the implementation and support of new technologies and applications based on business needs, including ERP and MES solutions.</li> <li>• Manage / Track IT assets in the organization, including software / services licensing that are installed onto the computerized system.</li> <li>• Manage periodic maintenance programs of the IT infrastructure, including desktop PCs, file and print servers, storage, backup, telco, and networking, as well as security systems on door access and CCTV.</li> <li>• Manage periodic backup, disaster, and recovery program to ensure all systems are tested regularly to ensure recovery is well executed.</li> <li>• Ensure procedures / documentations are well recorded and maintained, and always up to date.</li> <li>• Ensure standard operating procedures governing the operations of systems are always in practice, and function in the most effective manner.</li> <li>• Able to initiate and run improvement programs independently.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-day work week</li> <li>• 8.00am - 5.30pm</li> <li>• 5 Tuas Lane</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Production Coordinator	<ul style="list-style-type: none"> <li>• Minimum Secondary / NTC / Diploma in Mechanical / Mechatronics / Manufacturing field or its relevant with computer literacy (Microsoft office &amp; excel).</li> <li>• Candidates with no experience are welcome to apply.</li> <li>• Minimum 2 years' experience in relevant field and in manufacturing environment.</li> </ul>	<ul style="list-style-type: none"> <li>• To provide primary support for the production department.</li> <li>• Assist superiors in preparing and compiling reports.</li> <li>• Prepare, generate, and release job order / purchase requisition to various departments of the confirmed job orders.</li> <li>• Responsible for planning of production output, monitor machine capacity, OEE etc.</li> <li>• Work closely among inter-departments to ensure committed schedules are met.</li> <li>• Provide regular updates to the sales / Projects team on project development in a timely manner.</li> <li>• Maintenance and upkeep records of Production / Engineering / Technical documents.</li> <li>• Arrange production run according to Supervisor / HOD instruction.</li> <li>• Receiving / distribution of raw material for production usage.</li> <li>• Parts distribution to other departments for the next process.</li> <li>• Able to systemize and improve workflow.</li> <li>• Good application and know-know on the ERP / reporting tools.</li> <li>• Ability to understand or interpret all technical drawings and part specifications.</li> <li>• Work location in Loyang and Tuas.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-day work week</li> <li>• 8.00am - 5.30pm</li> <li>• 30 Loyang Way / 5 Tuas Lane</li> </ul>
Production Manager	<ul style="list-style-type: none"> <li>• Preferred to have Diploma / Degree in Mechanical / Precision Engineering or equivalent.</li> <li>• Minimum 6 years in a manufacturing environment, and preferably in Precision Engineering / Sheet metal industry, with at least 4 years of supervisory capacity.</li> <li>• Exposure with involvement in new factory, product / process setup is much preferred.</li> <li>• In-depth understanding of manufacturing cycle and good budgeting control.</li> <li>• Strong leadership with good analytical and problem-solving skills, as well as</li> </ul>	<ul style="list-style-type: none"> <li>• Formulate and provide directives for Production Department in meeting organization's goals and committed to Quality Management System.</li> <li>• Accountable with the assigned factory sections in terms of production, New Model Development, Customer Service and Support, Supplier and Materials Management, Logistics and Transportation.</li> <li>• Analyze section profit / loss of projects and provide cost control and cost effectiveness strategy.</li> <li>• Provide production &amp; material planning in ensuring production efficiency and on time delivery.</li> <li>• Ensure effective control of machine up / down time and well scheduled</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-day work week</li> <li>• 8.00am - 5.30pm</li> <li>• 30 Loyang Way</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<p>dynamic in planning and result oriented.</p> <ul style="list-style-type: none"> <li>• Knowledge of ISO 9001 and AS9100 and ISO13485 Quality Management System</li> <li>• Ability to read &amp; understand.</li> </ul>	<p>and optimized planning in machine / work-center load.</p> <ul style="list-style-type: none"> <li>• Manpower balancing and deployment strategy with manpower skill set.</li> <li>• Continuous improvement program to ensure productivity, cost and quality effectiveness, general housekeeping, and safety.</li> <li>• Formulate, identify, and conduct management / training workshop to initiate / facilitate staff in aligning organizations missions and objectives and actions plans.</li> <li>• Support other function activities within the company to achieve the overall business goals and objectives.</li> <li>• Implement process improvement.</li> <li>• Authorize the appropriate use of performance monitoring and statistical techniques.</li> <li>• Ensure and coordinate the implementation of risk assessment and risk control of medical devices.</li> </ul>	
<p>Production Supervisor</p>	<ul style="list-style-type: none"> <li>• Minimum ITE-NTEC / Diploma / Degree level PE / ME or its related discipline.</li> <li>• Degree holder with no experience or 3-8 years in Quality Assurance in production / fabrication / welding environment or relevant experience in manufacturing environment.</li> <li>• Perform production programming, fabrication measuring tools / equipment.</li> <li>• Certified with welding certification by American Welding Society, Certification Welding Inspector, Certificate of CSWIP 31 or AWS-CWI will be advantage or equivalent.</li> <li>• Related experiences in production (CNC) in precision / engineering / welding capacity in production / fabrication structural manufacturing.</li> <li>• Able to interpret technical drawings and reading symbols.</li> <li>• Understand the quality principles, standards, internal business systems and processes.</li> <li>• Good interpersonal skills, ability to communicate and</li> </ul>	<ul style="list-style-type: none"> <li>• To organize, co-ordinate, check and ensure all production activities follow as planned.</li> <li>• Calculate machine cycle time and organize production schedule based on machine capacity and capabilities.</li> <li>• Plan manpower resources and delegate machining job to machinist.</li> <li>• Verify program issue to workshop.</li> <li>• Analyze and provide solution to solve problems between programmer and production dept.</li> <li>• Analyze monthly machining and scrap report.</li> <li>• Good supervisory skill, people skill and 5 'S' housekeeping</li> <li>• Good writing and communication skills.</li> <li>• Good in mechanical process, such as machining process, H/T, jig, and fixture etc.</li> <li>• Work location in Loyang and Tuas.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-day work week</li> <li>• 8.00am - 5.30pm</li> <li>• 30 Loyang Way / 5 Tuas Lane</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<p>Works well with all levels of staff and technically competent.</p> <ul style="list-style-type: none"> <li>• Good knowledge of International Codes and Standards (ASME, AWS, ASTM, API).</li> <li>• Basic Knowledge and usage of Microsoft Office</li> <li>• Sound Technical knowledge on production, steel structural and steel fabrication procedures, and welding inspection.</li> <li>• Basic knowledge of ISO 9001 and OHSAS 18001 Management system</li> <li>• Ability to read, understand mechanical drawing and Geometric Dimensioning and Tolerance and possess good analytical, verbal, written and interpersonal skills.</li> </ul>		
Project Coordinator	<ul style="list-style-type: none"> <li>• Minimum Secondary / NTC / Diploma in Mechanical / Mechatronics / Manufacturing field or its relevant with computer literacy (Microsoft Office &amp; Excel).</li> <li>• Candidates with no experience are welcome to apply.</li> <li>• Minimum 2 years' experience in relevant field and in manufacturing environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide Technical support and update customers on project development timely.</li> <li>• Communicate and coordinate with customers and relevant parties pertaining to technical requirements and engineering aspects of the assigned projects.</li> <li>• Plan, monitor and control all assigned projects are delivered within the given schedule.</li> <li>• Work with inter-departments to ensure committed schedules are met.</li> <li>• Assist to prepare and compile contractual quotation for existing and new products as per customers enquiries.</li> <li>• Prepare and release job orders / purchase requisition to various departments.</li> <li>• Prepare and generate shipment documents for delivery.</li> <li>• Provide regular updates on project development timely.</li> <li>• Work location in both Loyang and Tuas.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-day work week</li> <li>• 8.00am - 5.30pm</li> <li>• 30 Loyang Way / 5 Tuas Lane</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Quality Assist Manager	<ul style="list-style-type: none"> <li>• Preferred to have Diploma / Degree in Mechanical / Quality Engineering or equivalent.</li> <li>• Minimum 6 years in Quality Management in a similar or related industry and 3 years in management level.</li> <li>• Good knowledge of implementing and keeping Quality Management System.</li> <li>• Strong leadership and good interpersonal skills.</li> <li>• A team player with strong sense of responsibility to ensure plant effective quality performance.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for providing directives for the Quality Assurance Department in meeting management objectives.</li> <li>• Formulate, implement, and evaluate quality strategies programs for the company.</li> <li>• Implement and maintain a system of auditing the facility and periodic calibration of tests, measuring equipment and tools.</li> <li>• Manage customer complaints, corrective and preventive action programs.</li> <li>• Administer and manage continuous improvement program for all QA processes.</li> <li>• Work closely with auditors, customers, production, and suppliers to meet the quality requirements.</li> <li>• Manage sub-contractors for on-time supply of treatment process, as well as meeting technical requirement.</li> <li>• Review / prepare, administer, and implement Quality Assurance Plans, Inspection Test Plans and other Operational procedures in accordance with the technical specifications, customer's surveillance requirements, and good manufacturing / engineering practices, and enforce the same on Operations in their execution.</li> <li>• Work closely among inter-department to ensure committed schedules are met in a timely and effective manner.</li> <li>• Review and approve disposition program / action for nonconforming products.</li> <li>• Ensure that processes needed for the quality management system are established and implemented.</li> <li>• Report to top management on the performance of the quality management system and note needed improvements.</li> <li>• Ensure the promotion of awareness of statutory, regulatory and customer requirements throughout the organization.</li> <li>• Ensure and coordinate the implementation of risk assessment and risk control of medical devices.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-day work week</li> <li>• 8.00am - 5.30pm</li> <li>• 30 Loyang Way</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Quality Engineer	<ul style="list-style-type: none"> <li>• Minimum ITE-NITEC / Diploma / Degree level PE / ME or its related discipline.</li> <li>• Degree holder without experience or 3 - 8 years in relevant experience in QC / QA environment.</li> <li>• Perform CMM programming, smart-scope and QC measuring tools / equipment.</li> <li>• Ability to read, understand mechanical drawing and Geometric Dimensioning and Tolerance and possess good analytical, verbal, written and interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for executing directives as set forth for the Quality Assurance Department in meeting management objectives.</li> <li>• Implement and maintain a system of auditing the facility and periodic calibration of tests, measuring equipment and tools.</li> <li>• Manage and supervise a team of inspectors / technicians in meeting departmental quality goals and production schedule.</li> <li>• Manage customer complaints, corrective and preventive action programs.</li> <li>• Administer and manage continuous improvement program for all QA processes.</li> <li>• Work closely with customers, production, and suppliers to meet the quality requirements.</li> <li>• Review / prepare, administer, and implement Quality Assurance Plans, Inspection Test Plans, and other Operational procedures in accordance with the technical specifications, customer's surveillance requirements, and good manufacturing / engineering practices, and enforce the same on Operations in their execution.</li> <li>• Work closely among inter-department to ensure committed schedules are met in a timely and effective manner.</li> <li>• Manage the implementation / schedule of calibration control.</li> <li>• Participate in the implementation of risk assessment and risk control of medical devices.</li> <li>• Work location in Loyang and Tuas.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-day work week</li> <li>• 8.00am - 5.30pm</li> <li>• 30 Loyang Way / 5 Tuas Lane</li> </ul>
Quality Technician	<ul style="list-style-type: none"> <li>• Minimum Secondary / ITE / NITEC / Diploma level with computer literacy (Microsoft office).</li> <li>• 2 years of relevant experience in QC / QA environment.</li> <li>• Perform CMM programming, smart-scope and QC measuring tools / equipment.</li> <li>• Ability to read, understand mechanical drawing and Geometric Dimensioning and Tolerance.</li> </ul>	<ul style="list-style-type: none"> <li>• Performing F.A inspection and inspection of parts and products with desktop measuring tools / CMM / Smart scope at the incoming / outgoing / in-process gate.</li> <li>• To prepare and generate standard inspection report and lead team in performing quality inspection.</li> <li>• Monitor critical customer products, with corrective and preventive action programs in managing customer complaints / improvement plans.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-day work week</li> <li>• 8.00am - 5.30pm</li> <li>• 30 Loyang Way / 5 Tuas Lane</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> <li>• Administer and work on continuous improvement program in achieving good process control.</li> <li>• Provide technical guidance to group of inspectors.</li> <li>• Manage customer complaints, corrective and preventive action programs.</li> <li>• Work closely with customers and inter-department to meet the quality requirements.</li> <li>• Experience in calibrating measuring equipment.</li> <li>• Work location in Loyang and Tuas.</li> </ul>	
Sales & Marketing Manager	<ul style="list-style-type: none"> <li>• Minimum 5 years in sales position relevant experience in relevant field and best dealing with precision engineering industry even a proven track record of sales performance.</li> <li>• Proficient presentation skills, self-starter, result oriented and able to work independently.</li> <li>• To deal with an organization that is diverse in size ownership, sophistication, and cultural point of view.</li> <li>• Well knowledge of sales management and development.</li> <li>• Good mind-set, have a can-do attitude and meticulous analysis.</li> <li>• Must possess a class 3 driving license and own vehicle.</li> <li>• Able to speak Mandarin to communicate and handle Mandarin-speaking associates, customer, vendor etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Formulate business planning, management strategy program in optimizing current and potential market opportunities and business performance.</li> <li>• Lead and oversee a team of Sales Engineers in achieving sales targets and goals.</li> <li>• Resourceful in developing new customer base and secure improving sales target on existing customers.</li> <li>• Analyze Profit / Loss of projects and provide cost control and cost effectiveness strategy.</li> <li>• Ensure effective control of resources in providing quality / cost efficiency and on time delivery service for customers.</li> <li>• Respond to customers' enquiries, follow-up and provide technical solutions to clients.</li> <li>• Compiling and reviewing contractual quotation for existing and new products as per customer's enquiries.</li> <li>• Provide regular updates to customers on project development in a timely manner.</li> <li>• Prepare monthly sales input / output and make use of data to make sound analysis and decision.</li> <li>• Initiate and develop good customer service and rapport with customers and always ready to serve customers better.</li> <li>• Perform risk assessment for all new enquiries.</li> <li>• Ensure compliance with any applicable regulatory requirements as defined by the customer.</li> <li>• Manage the configuration management including subsequent engineering change.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-day work week</li> <li>• 8.00am - 5.30pm</li> <li>• 5 Tuas Lane</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> <li>• Oversee the control of documents / drawings.</li> <li>• Participate in the implementation of risk assessment and risk control of medical devices.</li> <li>• Work location in Tuas.</li> </ul>	
Store Assistant	<ul style="list-style-type: none"> <li>• Possess good analytical, verbal / written, and interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>• To manage warehouse incoming - outgoing goods and to ensure proper store management and control including packing of goods.</li> <li>• To maintain and control inventory data in ERP (Navision) system accurately and promptly.</li> <li>• To manage goods receipt / issuance with proper documentation control.</li> <li>• Periodic stock counting.</li> <li>• Liaison with vendor on logistics matter.</li> <li>• Maintain / practice 5 S housekeeping and Health &amp; Safety regulation.</li> <li>• Work location in Loyang.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-day work week</li> <li>• 8.00am - 5.30pm</li> <li>• 30 Loyang Way</li> </ul>
Welder	<ul style="list-style-type: none"> <li>• Minimum Secondary / ITE-NTEC / Diploma in Precision Engineering / Mechanical Engineering / Manufacturing / Mechatronics or its related discipline.</li> <li>• Welding GRAW, GMAW, TIG, FCAW certifications</li> <li>• 3 - 5 years of relevant experience in related field</li> <li>• Able to interpret technical drawings and have welding knowledge.</li> <li>• Possess good analytical, verbal or written and interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>• To interpret technical drawing and performing welding process &amp; requirement to produce the work piece.</li> <li>• Weld, setup / assemble parts and produce parts as per drawing specification.</li> <li>• Guiding and providing operators with basic instruction in performing the weld process.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-day work week</li> <li>• 8.00am - 5.30pm</li> <li>• 5 Tuas Lane</li> </ul>

## 2. Bruderer Presses (Far East)

BRUDERER Presses (Far East) Pte Ltd has been established since 1995 in Singapore. We are a subsidiary of BRUDERER AG who is the manufacturer of High-Speed Stamping Presses in Switzerland. Business activities - Sales, Overhaul, Repair of High-Speed Stamping Presses.

Job Positions	Pre-requisites	Key Responsibilities	Working hours / Location
Mechatronic Technician	<ul style="list-style-type: none"> <li>• Minimum NITEC in Mechatronic / Electrical or Electronics Engineering</li> <li>• Minimum 3 years of relevant experience preferred.</li> <li>• Knowledge of the tools, equipment, and materials common to the mechanical trade.</li> <li>• Knowledge on hydraulic &amp; pneumatic system &amp; control</li> <li>• Knowledge of applicable electrical codes, standards, and regulations</li> <li>• Skill in the installation, repair, and maintenance of all types of electrical system equipment and components</li> <li>• Skill in both verbal and written communication</li> <li>• Ability to work independently and self-responsible manner.</li> <li>• Able to travel on short notice in response to all local &amp; oversea servicing.</li> <li>• Must be Singaporean or PR.</li> </ul>	<ul style="list-style-type: none"> <li>• Diagnose problems on service site and then repair or replace defective parts.</li> <li>• Commissioning &amp; decommissioning of our equipment.</li> <li>• Studies plans, drawings, specifications, and work orders to determine work requirement and sequence of repairs and/or installations.</li> <li>• Ability to perform repair and overhaul work as assigned.</li> <li>• Able to travel on short notice in response to all local &amp; oversea servicing.</li> <li>• Ensure date lines are met for service / repair / overhaul work.</li> <li>• Provide technical support for service calls.</li> <li>• Working conditions include restricted movement, dirty environment, lifting and carrying heavy objects.</li> <li>• Diagnose problems on service site and then repair or replace defective parts.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 8:30am to 6pm or 9am to 6:30pm</li> <li>• 61 Woodlands Industrial Park E9</li> </ul>

### 3. CHawk Technology

CHawk Technology was previously known as Ajax Technology and established in 2005 by a group of managers and technologists coming from the plastic manufacturing industry. As a management owned company, CHawk focuses its management philosophy around five principles: global presence, advanced technology, operational Excellency, respect for human talent and management commitment to customer satisfaction. CHawk Technology's headquarter is in the heart of Silicon Valley in San Francisco Bay area. With its fully owned subsidiary in Singapore (CHawk Technology Int'l (Singapore) Pte Ltd.)

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
CNC Technician	<ul style="list-style-type: none"> <li>• Candidate must possess at least a Diploma / NITEC / Higher NITEC preferably in Mechanical Engineering / Precision Engineering / Manufacturing Engineering or equivalent.</li> <li>• Ability to read and follow blueprints and sketches.</li> <li>• Good skills in the quality measuring equipment use and choose correct tools to measure.</li> <li>• The ability to use Master CAM will be an advantage.</li> <li>• Knowledge of CNC milling, and lathe machines setup and operation will be a major advantage.</li> <li>• Knowledge in tool selection for engineering plastic material machining process</li> <li>• Positive attitude and initiative</li> <li>• Ability to work independently and as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• To handle all kinds of CNC machines, operate and work piece set-up as per drawing.</li> <li>• Operates CNC milling 3-axis and 5-axis, turn-mill to manufacture the precision parts as per drawing requirement.</li> <li>• Ensure the machining parts meet the tolerance stated in the printed drawing.</li> <li>• Assist the team leaders by giving constructive ideas and feedback to improve the production process.</li> <li>• To maintain 5S activities to obtain higher standard and good knowledge in safety regulations.</li> <li>• To make and generate accurate and efficient CNC programs using Master CAM.</li> <li>• Ability to program the complex machining profile and high tolerance components.</li> <li>• Ability to create jig and fixture for various applications for CNC setup and QC inspections.</li> <li>• Assist in CNC department production schedule and meet the commitment.</li> <li>• Provide technical assistance to Sales Engineers on new part's quotation, machining procedures and feasibility.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8.30am to 5.30pm</li> <li>• 201 Woodlands Ave 9</li> </ul>
Manufacturing Engineer	<ul style="list-style-type: none"> <li>• Degree / Diploma in Mechanical Engineering or equivalent</li> <li>• Able to work under pressure with tight deadlines.</li> <li>• Positive attitude and ability to communicate well at all levels.</li> <li>• Good communication and interpersonal skills in a multi-cultural work environment</li> <li>• Meticulous and detailed in job assignments.</li> <li>• Relevant manufacturing experience in a production environment</li> </ul>	<p><b>NPI:</b></p> <ul style="list-style-type: none"> <li>• NPI new production implementation print review.</li> <li>• Coordinate and ensure timely completion of RTM / RPM projects from customer.</li> <li>• Coordinate with the various sections on executing the new product requirements for QA, production, and process requirements.</li> <li>• Follow-up with production and quality to ensure that the new product is being made to the specifications required.</li> <li>• Resolve any technical issues that may occur before, during and after the product is being made.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8.30am to 5.30pm</li> <li>• 201 Woodlands Ave 9</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"> <li>• Project management skills will be advantageous.</li> <li>• Good command of English</li> <li>• Computer literate.</li> </ul>	<ul style="list-style-type: none"> <li>• Liaise with US, Malaysia, and Singapore technical and engineering staffs to resolve any engineering issues that may occur from time to time.</li> <li>• Liaise with SCM and production to procure all required materials, tooling, gages, etc., to be used for the new products.</li> </ul> <p><b><u>Engineering:</u></b></p> <ul style="list-style-type: none"> <li>• Prepare work instructions (WI, OMS), technical write-ups, etc., for production.</li> <li>• Liaise with suppliers and contractors on technical purchases requiring engineering review to meet the requirements.</li> <li>• Coordinate and follow-up on engineering activities for production and new product implementation.</li> <li>• Provide engineering support, advice, and direction to production sections on manufacturing and testing requirements.</li> <li>• Work with production to review, analyze, and resolve quality issues.</li> <li>• Support production on productivity improvement, cost reduction and other continuous improvement projects from time to time.</li> <li>• Design and develop tools to improve efficiency and effectiveness of manufacturing the parts.</li> <li>• Review processes to analyze, control and minimize deviations using statistical tools.</li> <li>• Follow-up on new processes to ensure processes are tested and stable before and during production.</li> <li>• Review process timings for new products and existing production operations to ensure that they are updated and current.</li> <li>• Initiate cost or productivity improvements projects</li> <li>• Responsible for weekly CTI cost down.</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Planner	<ul style="list-style-type: none"> <li>• Knowledge of site manufacturing, processes, and products.</li> <li>• More than 2 years of planning experience in manufacturing environment with SAP systems</li> <li>• Candidates with more than 5 years of experience will be considered for a senior role.</li> <li>• Experience in using Epicor system will be an added advantage.</li> <li>• Knowledge of SAP processes in the Sales &amp; Distribution and Production Planning modules.</li> <li>• Competent user of MS Office packages.</li> <li>• Ability to complete tasks to tight deadlines.</li> <li>• Good knowledge of Excel</li> <li>• Excellent communication and writing skills.</li> <li>• Must have written and oral proficiency in the English language.</li> </ul>	<ul style="list-style-type: none"> <li>• To schedule production and/or procure externally sourced materials in accordance with prevailing confirmed customer demand, ensuring material availability at finished goods warehouse.</li> <li>• Day to day planning skills to keep track of and prioritize process orders and/or purchase orders.</li> <li>• Extensive planning and organizational skills to meet and satisfy customer demand over extended periods of time.</li> <li>• To make scheduling and/or procurement decisions that will impact customer orders and company stocking policies.</li> <li>• Day-to-day planning skills to ensure that raw materials and packaging will be available in time to meet production requirements.</li> <li>• To continually devise improvements to systems to improve efficiency and the speed of delivery of information from the department.</li> <li>• Communicate and support the QC department regarding possible material for rework and production and/or procurement changes.</li> <li>• To attend and play a key role in contributing planning issues in daily and weekly meetings, providing key information in meetings to improve the efficiency and running of the plants and/or procurement process.</li> <li>• Continually review the production schedule to ensure all forward demands are being met and take appropriate action to add, move or cancel production and/or purchases to minimize working capital.</li> <li>• Investigate and respond to customer complaints.</li> <li>• Using MRP review proposed output and make decisions on the viability of turning planned order and/or purchase requisition requirements into firm process orders and/or purchase orders.</li> <li>• Ensure product compatibility is maintained.</li> <li>• Respond in a timely manner to Escalations, taking action to schedule new production if required.</li> <li>• Effectively communicate the production schedule and any issues arising from it to production, customer service, sales, and manager.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8.30am to 5.30pm</li> <li>• 201 Woodlands Ave 9</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Production Control Coordinator	<ul style="list-style-type: none"> <li>• The candidate must possess at least a Diploma, preferably in Engineering / Manufacturing / Technical related disciplines.</li> <li>• Proficiency in basic computer skills such as Windows XP and Microsoft Office</li> <li>• Bilingual, fluent in English and Mandarin (Good communication skills in Mandarin to handle and coordinate between Chinese speaking Sales, Production, Engineering and Purchasing department in timely manner to ensure the proper flow.)</li> <li>• Experience working in the Production Control / Planning Department will be an advantage and a candidate may be considered for a senior role.</li> <li>• Basic understanding of MRP system</li> <li>• Strong work ethics</li> <li>• Working experience in low volume manufacturing environment preferred</li> <li>• Excellent level of organizational skills and ability to work on several projects at the same time.</li> </ul>	<ul style="list-style-type: none"> <li>• Create and release new job orders based on new requirements or pull in orders.</li> <li>• Ensure that supply and demand are properly supported well with customer forecast and material in ERP Planning System</li> <li>• Update Master Manufacturing Method / Detail per official request.</li> <li>• Review slow moving parts and expedite in shopfloor, based on daily shipment and WIP job progress.</li> <li>• Coordinate between Sales, Production, Engineering and Purchasing department in timely manner to ensure proper flow to prevent late deliveries.</li> <li>• Prepare the Monthly Aging WIP and KPI Reports</li> <li>• Prepare the Weekly Assembly Part Report</li> <li>• Document control.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8.30am to 5.30pm</li> <li>• 201 Woodlands Ave 9</li> </ul>
QC Inspector	<ul style="list-style-type: none"> <li>• Pending job details</li> </ul>	<ul style="list-style-type: none"> <li>• Pending job details</li> </ul>	<ul style="list-style-type: none"> <li>• Shift work.</li> <li>• 201 Woodlands Ave 9</li> </ul>

## 4. Hai Leck Holdings

Established in 1975, Hai Leck Holdings Limited and its subsidiaries ("Hai Leck" or "The Group") is one of the leading Singapore companies which provides engineering, procurement and construction (EPC) services to the oil & gas, petrochemical, pharmaceutical and utilities industries.

Job Positions	Pre-requisites	Key Responsibilities	Working hours / Location
Admin Assistant	<ul style="list-style-type: none"> <li>• Not available at time of printing</li> </ul>		
CNC Technician			
Customer Care Officer			
Engineer			
Facilities Executive			
HSE Coordinator			
Mechanic			
QC Inspector			
Quantity Surveyor			
Site Administrator			
Warehouse Supervisor			
Workshop Assistant			

## 5. HME Technologies

HME Technologies, established in 1977, is today a leading OEM contract manufacturer in this region. We specialize in the Oil & Gas Equipment and Process Equipment industries. HME has a reputation for engineering excellence as a single source of integrated solutions for precision machining and fabrication to meet customized manufacturing requirements at lower cost of production.

Job Positions	Pre-requisites	Key Responsibilities	Working hours / Location
Production Planner	<ul style="list-style-type: none"> <li>• At least NITEC in engineering / process related industry.</li> <li>• Diploma in mechanical or industrial or related field of engineering</li> </ul>	<ul style="list-style-type: none"> <li>• Partner with procurement, production, quality, engineering, and other supply chain disciplines to proactively plan, schedule, and effectively manage work orders.</li> <li>• Create and maintain work order Master list to plan, schedule and prioritize job orders as per customer need.</li> <li>• Follow-up as required with all teams to expedite flow of materials and documents to meet production schedule and customer expectation.</li> <li>• Interact with shop floor team daily to resolve issues regarding manufacturing efficiencies or to provide additional information as requested from Production / Quality Team.</li> <li>• Plan and prioritize operations to ensure maximum performance and minimum delay.</li> <li>• Monitor jobs to ensure they will finish on time.</li> <li>• Conduct Production meeting to update status and provide the necessary information to all the relevant team to work as per need.</li> <li>• Submit weekly reports to customers as per request.</li> <li>• Maintain good customer &amp; Supplier relationship.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days per week</li> <li>• 8.5 hours per day</li> <li>• 23 Pioneer Cres</li> </ul>
QA/QC Engineer	<ul style="list-style-type: none"> <li>• Diploma in mechanical or industrial or related field of engineering</li> <li>• Knowledge of quality assurance and quality control</li> <li>• Knowledge of Quality standards and specifications like ISO 9001</li> <li>• Understanding of machine processes like milling, turning etc.</li> </ul>	<p><b>Documentation:</b></p> <ul style="list-style-type: none"> <li>• Responsible for preparing Final QA documents and Submission in Customers portal.</li> <li>• Responsible for preparing the job routers.</li> <li>• Handling TPI and NDE activities:</li> <li>• Generation of issue notes for supplier activities.</li> <li>• Handle and support third party inspectors.</li> <li>• Handle and support NDE activities.</li> <li>• Responsible for collection and verification of supplier' NDE process reports</li> <li>• Calibration and Maintenance of instruments:</li> <li>• Maintain master lists for all the instruments under Quality department and production.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days per week</li> <li>• 8.5 hours per day</li> <li>• 23 Pioneer Cres</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours / Location
	<ul style="list-style-type: none"> <li>• Understanding special processes like Coating, NDE, Heat treatment etc.</li> <li>• Proficiency in various inspection techniques and equipment like Caliper, CMM, Micrometer etc.</li> <li>• Documentation skills</li> <li>• Communication skills</li> <li>• Attention to details.</li> <li>• Compliance adherence.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular calibration and maintenance procedures should be established to ensure continued accuracy and performance, periodically monitoring the calibration requirements.</li> </ul> <p><b><u>Communication:</u></b></p> <ul style="list-style-type: none"> <li>• Effective communication is vital in this role.</li> <li>• QA communicates quality-related issues to relevant departments, including production and Quality Control.</li> </ul> <p><b><u>Reporting:</u></b></p> <ul style="list-style-type: none"> <li>• Reports to assistant Manager - Quality and assisting on ad hoc responsibilities.</li> </ul> <p><b><u>Safety:</u></b></p> <ul style="list-style-type: none"> <li>• Ensuring the safety of the quality control team and compliance with safety protocols is another important aspect of the job.</li> </ul>	

## 6. Tri-Star Industries

Tri-Star Industries Pte Ltd (TSI) started its business in year 1979, trading and manufacturing bolts and nuts. A renowned manufacturer of fluoropolymer coated bolts and nuts, cable support systems, cathodic protection products & services and hydraulic bolt tensioning & torquing products & services for the Oil, Gas, Power, Petrochemical, Marine and Infrastructure Industries around the world. Thinking Globally and Acting Locally, TSI has established a proven track record of over 1,000 delivered projects; the beacon of this success lies in keeping a sharp focus on Customer Service and Quality.

Job Positions	Pre-requisites	Key Responsibilities	Working hours / Location
Marketing Executive	<ul style="list-style-type: none"> <li>• Diploma / Degree in Mass Communications, Marketing, Graphic Designing, or related field</li> <li>• Preferably with 2 - 3 years' working experience in similar job scope.</li> <li>• Excellent in written and verbal communication, with strong copywriting skills</li> <li>• Fluent with social media platforms, automation tools and digital medial analytics tools</li> <li>• Relationship management and interpersonal skills to collaborate with both internal and external stakeholders.</li> <li>• Strong organization, time, and project management skills</li> <li>• Self-motivated, independent with ability to complete projects and tasks without close management and supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• Implementation of brand's marketing campaigns and activities, according to the brand's direction and within budget</li> <li>• Develop social strategies to drive brand visibility online and communications materials which adhere to the brand's guidelines.</li> <li>• Manage communications of marketing activities, housekeep and update content of various digital and social media platforms.</li> <li>• perform research and marketing reports on the manufacturing environment.</li> <li>• Build rapport with various partners and agencies.</li> <li>• Work closely with other business functions when executing campaigns and activities.</li> <li>• Develop Marketing standards and processes overtime and sharing best practices across the market.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8.30am to 5.30pm</li> <li>• 36 Joo Koon Rd</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working hours / Location
Sales Engineer (Technical)	<ul style="list-style-type: none"> <li>• Possesses Diploma / Degree in Marketing or relevant.</li> <li>• Candidate must have at least 2 years of similar experience in Sales Engineering in a similar industry will be at an advantage.</li> <li>• Must be IT savvy.</li> <li>• Proficient in Microsoft Office.</li> <li>• Excellent communication skills and a team contributor.</li> <li>• Able to work under pressure and meet tight deadlines.</li> <li>• Energetic, self-motivated, resourceful &amp; result oriented.</li> <li>• Good command in written and spoken English.</li> </ul>	<ul style="list-style-type: none"> <li>• Undertaking sales-related activities including new lead generation and account management.</li> <li>• Manage sales inquiries and meetings for technical discussion at customer office.</li> <li>• Prepare and follow up on quotations, opportunities on a regular basis.</li> <li>• Exercising initiative in setting and executing strategic business &amp; action plans or projects.</li> <li>• Initiating and driving technical initiatives in line with the business goals.</li> <li>• Work together with other Sales team members and other relevant departments to manage and coordinate customer orders from preparing proposals, tender documents, production to delivery.</li> <li>• In charge of monitoring, controlling, and updating BOM, drawings, and specifications for products.</li> <li>• Project Lead for various projects / tasks.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8.30am to 5.30pm</li> <li>• 36 Joo Koon Rd</li> </ul>