

## JOB DESCRIPTION

<b>Job Title</b>	: Engineering Assistant I&II / Snr Engineering Assistant	<b>Job Category</b>	: NE06, NE07, NE08
<b>Division</b>	: Customer Solution	<b>Department</b>	: CSQE / QDR
<b>Immediate Superior</b>	: Engineers	<b>Immediate Subordinate</b>	: QDR Clerk

### JOB SUMMARY

Assist the Customer Service Quality Engineering in daily customer support activities.

### JOB DUTIES & RESPONSIBILITIES

1. Assist the Engineers in compiling yield reports, SPC reports and any other data request to monitor media or drive trends.
2. Co-ordinate with Production Team and Business group on packaging and shipment of samples to customer.
3. Collect sample / customer return disk from warehouse.
4. Collect and compile the corresponding data package or other request from Customer.
5. Prepare pre-audit check prior to Customer's visit
6. Ensure Compliance to ISO operation procedures.
7. Any other ad-hoc duties as assigned by superior.

### JOB SPECIFICATIONS

#### **Qualification**

Diploma in any Engineering discipline

#### **Experience**

No experience required or candidate with 1 to 2 years' of relevant experience are welcome.

#### **Skills Required**

- Proficient in Microsoft Office applications (Excel/ PowerPoint)
- Good understanding of SPC and evaluation techniques

#### **Others**

- A good team player and able to work independently.
- Good interpersonal skills, detailed and well organized.
- Hardworking and willing to learn.