

JOB DESCRIPTION

Job Title	:	Engineering Assistant	Job Category	:	NE06
Division	:	Operation	Dept	:	Manufacturing
Immediate Superior	:	Operations Supervisor	Immediate Subordinate	:	Nil

JOB SUMMARY

To support Production Technicians/Operators in machine and process troubleshooting, process change, process control, failure analysis and assist supervisor in controlling the production team

JOB DUTIES & RESPONSIBILITIES

1. To specialise in processes and to perform higher level of troubleshooting and failure analysis
2. Guide the technicians and operators to achieve required output and quality
3. To check on the supplementary materials change to ensure they are properly done
4. To assist Line Engineer to check all the control chart and checklist
5. To ensure smooth production operation with production report
6. To monitor, troubleshoot and improve the production daily final test yield
7. To perform maintenance and troubleshooting of machinery
8. Any other jobs as assigned by Manpower supervisor

JOB SPECIFICATIONS

Qualification

Diploma in Electronics / Mechatronics / Electrical / Mechanical discipline

Experience

No experience required

Skills Required

1. Basic operation & manpower control knowledge.
2. Basic computer software knowledge such as Microsoft Excel or Words
3. Good communication skills

Others

Preferably has clean room working experience