

# JOB DESCRIPTION

**Job Title: Engineering Assistant – QA**

**Job Category: NE 06**

## **JOB SUMMARY**

Ensure process and environment compliance to quality

## ***JOB DUTIES & RESPONSIBILITIES***

- Conduct Process audit to ensure line compliance.
- Support and conduct investigation/data analysis for any customer claims.
- Manage and support customer audit i.e. Preparation of checklist in accordance to PMP, ensure the proper integrity of data provided.
- Liaise with production on NCMR meeting and follow-up on the actions taken.
- Manage and participate in the development of process improvement projects.
- Assist in troubleshooting of process and environment issues.
- Ensure compliance to ISO Standard Operating Procedure & 5S compliances.
- Any other duties as assigned by superior.

## ***JOB SPECIFICATIONS***

### **Qualification**

- Diploma in Mechanical / Material Science / Electrical & Electronic Engineering and any other related engineering discipline

### **Experience**

- 1 - 2 years' working experience in a related role
- Fresh graduates are welcomed to apply

### **Requirements**

- Basic knowledge on programming languages would be advantageous (e.g. Python, C#)
- Proficient in Microsoft Office applications
- Understanding of Statistical Process Control
- Willing to work in a clean room environment
- Able to work effectively as individual contributor and with a team
- Demonstrate good communication skills