

JD Ref. No.: \_\_\_\_\_

1.0 Job Brief

Job Title:	Project Engineer
Functional Area:	Project
Reports To:	Program Manager
No. Of Subordinates:	N/A
Grade:	

2.0 Goals and Objectives

1. Ensure Program meets the timeline for customer.
2. Up front customer main contact window and shared the information to internal.
3. Ensure customer satisfaction.
4. Directly involve in NPI / New program with customer till SOP.

3.0 Job Duties and Responsibilities

<ol style="list-style-type: none"> <li>1. Program management                     <ul style="list-style-type: none"> <li>• Overall in-charge of the new program / new tool launch.</li> <li>• Make sure internally is able to meet the time-line &amp; PPAP submission.</li> <li>• Up-front customer main window contact - Program, Quality etc.</li> <li>• SC-web / GP web co-ordination. Tool Tag co-ordination.</li> </ul> </li> <li>2. ERP System - K3                     <ul style="list-style-type: none"> <li>• Prepare BOM updating.</li> <li>• Perform BOM request change.</li> <li>•</li> </ul> </li> <li>3. Invoicing                     <ul style="list-style-type: none"> <li>• Trigger for invoice once tool / job is done.</li> </ul> </li> </ol>	<p><b><u>Additional requirement if handling Panasonic account</u></b></p> <p><u>Quality Segment:</u></p> <ol style="list-style-type: none"> <li>1) PASDL - Zhang heng job monitoring &amp; rejects review, consumables purchase &amp; courier. (Once Lik Shun received the email from Zhang Heng, will forward to Edward &amp; Sumathi for the arrangement for the consumables.) (Edward will take the lead on job monitoring &amp; rejects with Wilson &amp; William's support on the open items.)</li> <li>2) PASDL - Meng Jing – Last minute request, 8D reply &amp; RMA. (Contact window still Lik Shun but with Edward &amp; Sumathi driving internal team to meet the request by Meng Jing.)</li> <li>3) PASDL - UV paint peel off report update. (Lik Shun to work with Edward to close the case.)</li> <li>4) Sub-con - Last minute investigation &amp; rejects analysis on Panasonic parts. (Direct to SQE and Edward for advice.)</li> <li>5) Internal Quality - Daily rejects, IQC, OQC quality issue. (Direct to Sumathi, KC and Edward for advice.)</li> <li>6) 4M changes - Process owner will be PIC. Make sure all the form is sign off by related HOD/personnel. (Edward to update the procedure on these and will hold briefing to the team once ready.)</li> </ol>
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4.0 Escalation Path

To the Program Manager

5.0 Expected Results

N/A

6.0 Education, Knowledge, Skills and Competency

<p><b>6.1 Education</b> Minimum diploma / degree holder with minimum 3-4 years program management skills.</p> <p><b>6.2 Knowledge</b> Experience in manufacturing environment. If plastic industry will be added advantage. With program management skills added advantage</p> <p><b>6.3 Skills</b> Able to use computer &amp; Microsoft office. Able to read technical drawings. Good interpersonal skills.</p> <p><b>6.4 Competency</b> Meeting the timeline given by customer.</p>
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7.0 Applicable Forms

N/A