

**MAE Alumni Job Opportunity Form****1. Position / Title****Closing date**

Operation Executive

31<sup>st</sup> Aug. 2017**2. Duty / Responsibility**

- Process confirmed orders received from clients.
- Identify audits due and coordinate audits with auditors and clients.
- Monitor audits carried out.
- Review auditors' reports and upload to computer system.
- Prepare monthly report.
- Follow-up with clients on payments.
- Conduct certification audits as support auditor.
- Ensure the computer information is up-to-date.
- Assist Operations Manager on Operations and Administrative Work.

\*On-the-job and external training will be provided.

**3. Requirement / Qualification / Experience**

- Candidate must possess minimum Diploma in Aerospace / Aeronautical Engineering with 4 years' experience or equivalent.
- Good computer skills.
- Candidate must work independently.

**4. Other(s)**

- Working hours: 5-day week (0830 to 1800 hours) with 1 hour lunch break.
- Salary: S\$2,500 to S\$3,000 with 13th month
- Incentive: variable incentives
- Annual leave: 14 days

**5. Company information**

Name of contact person	Dennis Soh
Designation	Director
Contact email / Phone number	<a href="mailto:denniskwsoh@ursfe.com.sg">denniskwsoh@ursfe.com.sg</a>
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