

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

Assistant Service Engineer/Technician

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

- Work closely with project engineer for all the projects assigned.
- Liaison with clients and vendors on project requirements, design and application feasibility on the electrical aspect.
- Research for suitable solutions and prepare costs the estimation.
- Evaluate electrical systems, components and its applications on the respective products and its systems.
- Plan, design and develop electric circuit diagrams and controls.
- Assure product quality by designing electrical testing methods, testing and analysis of finished products and system capabilities.
- Diagnose product and system issues and to perform the required repairs.
- Support service and maintenance calls for company's products and systems.
- Prepare relevant project documentations and records, and monitor the improvements.
- Discuss and coordinate with other departments within the organization on all projects assigned.

**3. Requirement / Qualification / Experience**

- Diploma in Electrical and Electronics Engineering.
- Ability to take ownership of the assigned tasks and able to work under tight deadlines.
- Ability to communicate technical knowledge in clear and understandable manner.
- Receptive to criticism, suggestions and improvements.
- A good team player and has analytical mind to problem-solve issues.
- Ability to manage overall product/system safety.
- Proficiency in Microsoft Office and related tools to design electrical circuits.
- Knowledge in PLC programming, SolidWorks and AutoCAD is a bonus
- Possess Class 3 driving license.

**4. Company information**

Name of contact person	Sheena Tay
Designation	Manager - HR
Contact email / Phone number	<a href="mailto:sheenatay@weltron.com">sheenatay@weltron.com</a> / 6316 3206
Company Name	Weltron Engineering Pte Ltd
Company address	1 Bukit Batok Crescent, #07-23, WCGEA Plaza, Singapore 658064

Note: SP reserves the right to edit the above information.