

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

Management Systems Auditor

[05 October 2018](#)**2. Duty / Responsibility**

- Plan audits on clients
 - Perform audits on clients
 - Follow up on actions to be taken by clients
 - Review clients' corrective action
 - Finalize audit reports
 - Prepare monthly report
 - Conduct certification audits as support auditor
 - Ensure the computer information is kept updated
- *On-the-job and external training shall be provided.

3. Requirement / Qualification / Experience

- Minimum engineering diploma in quality assurance / aerospace / etc.
- Good computer skills
- Candidate has to work independently
- Fresh graduates will be given training. Working experience is an added advantage.

4. Other(s)

- 5-day week (0830 to 1800 hours) // 1 hour for lunch break
- Salary range: S\$2,400 to S\$2,800 and 13th month
- Incentive: Variable incentives
- Annual leave: 14 days

5. Company information

Name of contact person	Marjory Quek (Madam)
Designation	HR & Finance Director
Contact email / Phone number	Marjory@ursfe.com.sg / 6297 3630
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