

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

Assistant Engineer (AE)

28 Feb 2019

2. Duty / Responsibility**I Duty**

- 1 The AE performs routine maintenance work on the instruments/facilities and recommends equipment setup improvement in accordance with work disposition records.
- 2 He/She is responsible for controlling and monitoring maintenance processes for issues in accordance to organisational requirements.
- 3 The AE has knowledge of design, cabling, testing ,soldering and troubleshooting of component fault diagnosis.
- 4 The AE contributes to productivity improvement and is responsible for taking corrective action on his/her own initiative.
- 5 He/She works on a normal shift and is responsible for providing basic engineering technical support to ensure smooth flow and process flow in accordance with organisational requirement.
- 6 He/She must have good team spirit and to be able to interact effectively with others to ensure all issues are resolved appropriately and efficiently, while complying with workplace safety and health requirements.

II Responsibility

- ~ Carry out routine calibration maintenance work and involve
- ~ Interpret information provided by the reference meter for instrument monitoring.
- ~ Interpret the calibration data for troubleshooting of defects.
- ~ Keep records of completed calibrated instruments and maintain data upkeeping records.
- ~ Monitoring process control to reduce process variation.
- ~ Record equipment performance in assigned timeline
- ~ Seek opportunities for improvement and take corrective action on his/her own initiative.
- ~ Maintain records and do housekeeping of spare parts management
- ~ Support troubleshooting and process control of automated system
- ~ Involve in participation of project and integration work for in house products

3. Requirement / Qualification / Experience

- Polytechnic Diploma in Mechanical and Robotic Engineering, Diploma in Mechatronic
- Polytechnic Diploma in Electrical/ Electronic Engineering ,
- Polytechnic Diploma in Electronic and Computer Engineering

4. Other(s)

- Software skills to suffice and advise by applicant

5. Company information

Name of contact person	Minarti
Designation	HR Manager
Contact email / Phone number	67435866 / admin@flexisolve.com
Company Name	Flexisolve Technology Pte Ltd www.flexisolve.com
Company address	1 Kaki Bukit Avenue 3,#09-04,KB1 S416087