

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

Assistant Project Engineer

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

- Liaison with clients and vendors on project requirements, design and application feasibility.
- Design cost-effective system or product solutions.
- Write PLC program for system and product operation.
- Prepare engineering calculations, diagram and reports for respective projects.
- Recommend relevant system or product modifications, where necessary.
- Document and present project proposals to technical team, management and/or clients.
- Monitor project progression, budget and on time delivery to clients.
- Report project progression and updates to management and clients regularly.
- Discuss and coordinate with other departments within the organization for project progression.
- Test and evaluate final product's overall performance, reliability and safety.

**3. Requirement / Qualification / Experience**

- Diploma in Mechatronics or related fields of Engineering.
- Knowledgeable and familiar with PLC programming.
- 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.
- Creative, analytical, self-motivated and adaptable.
- Ability to manage overall product/system safety.
- Proficiency in Microsoft Office, SolidWorks, AutoCAD and any engineering design and manufacturing tools.

**4. Company information**

Name of contact person	Sheena Tay
Designation	Manager - HR
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