



# Job Description

**Job Title ➤ Engineering Assistant (Product)****Job Purpose ➤**

Provide prototype sample and ETO support to the engineers. Assist the engineer to develop & evaluate processes to improve process yield and efficiency.

**Reports to ➤ Lead Engineer (Product)****Last Updated ➤ October 2025****Key Responsibilities**

- Provide support in sample making & ETO parts
- Perform tooling buy-off
- Management of computerize tooling system
- Liaise with local and overseas tooling supplier on tooling design and issue
- Perform tooling failure analysis together with engineering/technical team
- Provide support to engineering evaluation
- Communicating with production operators/supervisors and other support groups
- Prepare artwork proof for customer approval
- Other ad-hoc duties as assigned

**Requisite Criteria**

- Minimum ITE Certifications in Mechanical / Production engineering
- Computer literate in Illustrator, Microsoft Office & AutoCAD application software
- Min 1 year relevant experience in manufacturing, process development work
- Able to interpret Engineering drawings

**Skills**

- Processes basic/good knowledge in vision systems will be an advantage
- Written & spoken English and technical writing experience
- Good interpersonal & communication