

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