

Position: Assistant Service Coordinated

Company: Linear Power Systems Pte Ltd (www.linearps.com)

Location: Singapore

Industry: Generator Service & Maintenance

Salary Range: S\$3,200 to S\$4,000

Job Scope:

As an Assistant Service Engineer, you will play a key role in both service coordination and hands-on technical support for our generator maintenance operations. This is a hybrid role that combines scheduling duties with fieldwork, ideal for someone with a technical background in electrical systems and a hands-on mindset.

Key Responsibilities:

1. Service Coordination & Job Scheduling

- Plan, schedule, and coordinate daily service and maintenance jobs for service technicians.
- Liaise with clients to arrange suitable service timings.
- Monitor job progress and ensure timely completion.
- Track and update service records and maintenance logs.
- Manage service calendar and provide administrative support for service operations.

2. Technical Support / Service Work

- Assist in routine maintenance, servicing, and troubleshooting of diesel generators and related electrical systems.
- Perform basic electrical checks, cable terminations, and generator testing.
- Ensure all safety and operational procedures are followed during site work.

3. Communication & Reporting

- Serve as a point of contact between customers, service technicians, and internal teams.
- Prepare basic service reports and documentation.
- Escalate technical issues to engineers or supervisors when necessary.

Requirements:

- Nitec / Higher Nitec / Diploma in Electrical Engineering or related field.
- Hands-on experience in electrical work, services and generator maintenance is an advantage.
- Good planning and organizational skills.