



<h2 style="margin: 0;">Job Description</h2> <h3 style="margin: 0;">Associate Project Engineer</h3>			
<b>Company:</b>	W2 Industrial Services Hub	<b>Department:</b>	Projects and Services
<b>Salary range:</b>	\$2200 – \$3200	<b>Updated:</b>	28 June 2024
<p><b>About us</b></p> <p>W2 Industrial Services Hub believes that ‘When there is a will, there is a Way’, and we aim to provide outstanding quality products and services globally with distinction. We are an organisation that believes in fulfilling our customer’s requirements by serving their needs across a broad spectrum.</p> <p>W2 Industrial Services Hub also believes that long term customer relationship can be achieved through the provision of reliable products, solutions and services, and this motivates us to go the extra mile to serve with dynamism and work excellence.</p> <p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Assist in project planning and coordination.</li> <li>• Provide support in the design and documentation phases.</li> <li>• Facilitate in Factory Acceptance Testing (FAT) inspections, on-site services, and testing and commissioning services as required.</li> <li>• Handling Project Warranty Issues to ensure prompt warranty repair and service.</li> <li>• Monitor project timeline &amp; deliverables and ensure that they are carried out in accordance with the company’s operating procedures, quality standards &amp; contractual specifications.</li> <li>• Furnish routine project progress reports to relevant stakeholders.</li> <li>• Preparation &amp; submission of project documentation</li> <li>• Coordinate with service engineers to plan and arrange required resources for project site execution.</li> <li>• Attend to customers on any incoming project queries.</li> <li>• Generate project bill-of-materials (BOM) and work with the sales team in procuring project integration parts.</li> </ul> <p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>• Engineering Diploma, preferably electrical or mechanical</li> <li>• Excellent communication and interpersonal skills</li> <li>• Robust and professional work ethics</li> <li>• Able to work independently.</li> <li>• Good team player</li> <li>• Disciplined, self-motivated and results driven.</li> <li>• Experienced in MS Office, MS Word and Excel</li> <li>• Competent in AutoCAD usage</li> </ul>			