

Title: Job Description Form	Spec No. HRD-001FR3	Rev. 0
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Job Position : **Process Engineer**

Reporting To : Process Engineering Manager

Overall Description of Job :

- Responsible for specific AMS processes
- To carry out process improvement and optimization projects.
- To improve process UPH for reducing the cost of operation
- Work closely with purchasing department for cost saving on direct and indirect materials
- To source & qualify new vendors and 2nd source suppliers
- Process yield monitoring and improvement
- Responsible for statistical process control, monitoring and out of control reaction
- Process issue / problem solving
- Responsible for ISO documentation and compliance
- To perform process FMEA and 8D problem solving
- To oversee a group of process technicians and operators for daily operation

Responsibilities & Duties :

- Same as above

Authority : Yes / No (Please circle)

*If Yes, please select the level of authority
 Level 1 being the highest point of authority, and Level 4, the least amount of authority*

Levels of Authority	Definition	Selection (Please tick)
Level 1	Sign off cheques/assets listing, major re-organization decisions, etc	
Level 2	Hiring, approval for purchase, design change, leave approval, overtime approval, clearance of payment, approval for change in policy, etc	
Level 3	Disposition for engineering solutions, headcount arrangement for shift, production loading planning, authority to sign off DO etc	✓
Level 4	Disposition for	

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	engineering solutions as per the accept / reject specification criteria, etc	
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- JOB SPECIFICATION** : Process Engineer
- Age range (desired) : 20 – 28 years old
- Gender preference (desired) : No specific preference
- Minimum core qualifications : Degree in Electrical / Electronic Engineering, Physics or Chemical Engineering or equivalent.
- Added related knowledge/Qualifications (desired) : PCB process engineering, Plating & Sputter experience.
- Types of core skills (Adv/Skilled/Semi-skilled etc) : Statistical Process Control, 8D Problem Solving, Design of Experience.
- Additional skills (desired) : ISO documentation
- Relevant work experience & Exposure (core) : Minimum 1~2 years working experience in process, manufacturing or product engineering.
- Type of leadership traits (*core/desired) : Independent, creative, open minded and willing to accept new challenges
- Personality profile (desired) : Good interpersonal skills, patient and characters
- Computer literacy (desired) : Microsoft Office applications
- Language proficiency (desired) : Proficient in written and spoken English and Bahasa Malaysia.
- Any other requirements (desired) : Ability to work with all levels within an organization, vendors & sub-con

Approved By : V TN Chia

Date : 5 December 2008