



Title: Job Description Form	Spec No. HRD-001FR3	Rev. 0
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JOB DESCRIPTION

- Job Position : R&D Process/Equipment Engineer
- Reporting To : Sr Engineer, Staff Engineer
- Overall Description of Job : Research & Development in all engineering field (project dependence)
- Responsibilities & Duties : To develop, establish and introduce new technologies to support R&D activities.
To lead a technical team to maintain and establish processes & equipments to support R&D activities
To coordinate & introduction of new R&D projects to production
- 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 engineering solutions as per the accept / reject specification criteria, etc	



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JOB SPECIFICATION : R&D Process/Equipment Engineer

Age range (desired) : 27 and above

Gender preference (desired) : Not Specific

Minimum core qualifications : Degree or Diploma with experience

Added related knowledge/
Qualifications (desired) :

Types of core skills
(Adv/Skilled/Semi-skilled etc) : All level of skill depending on job scope

Additional skills (desired) : 7 Step Problem Solving Methodology @ 7 Quality Control Tools
Project Management
Computer Added Design (CAD)
Microsoft Office

Relevant work experience &
Exposure (core) : Minimum 3 years working experience. Experience in R&D desired.

Type of leadership traits
(*core/desired) : Excellent interpersonal, communication and leadership skills

Personality profile (desired) : Mature, Independent, Pleasant personality.

Computer literacy (desired) : CAD system

Language proficiency (desired) : English

Any other requirements
(desired) : Ability to interrelate well with people at different levels

Approved By : Davin

Date : 8 May 2009.