

Position Available:

1. Industrial Engineering (IE)

1.1 Interns / Assistant

1.2 Executive

1.3 Manager

2. Logistic and Production Operation (LPO)

2.1 Interns / Assistant

2.2 Executive

2.3 Manager

Industrial Engineering Task Description	IE Interns / Assistant	IE Executive / Manager
(A) Operational data extract		
(A1) Supplier supply data update	Y	
(A2) Supplier quality data update	Y	
(A3) Supplier supply lead time update/study	Y	Y
(B) Research and Analysis		
(B1) Capacity & quality study	Y	Y
(B2) Trend analysis, performance score ranking		Y
(B3) Sensitivity analysis		Y
(C) Engineering Process Research & Analysis		
(C1) Process time study and mapping	Y	Y
(C2) Research best practice processes	Y	Y
(C3) Enhance process flow design & development		Y
(C4) Enhance process flow implementation		Y
(D) Facility Maintenance, Health, and Safety		
(D1) Data extract/update	Y	
(D2) Preventive analysis	Y	Y
(D3) Cost analysis		Y
(E) SOP Documentation		
(E1) Process flow chart	Y	Y
(E2) Process description / task list	Y	Y
(E3) Training manual		Y

Logistic and Production Operation (LPO) Task Description	IE Interns / Assistant	IE Executive / Manager
(A) Logistics & Production data extract		
(A1) Transporter data update	Y	
(A2) Storage area update	Y	
(A3) Stock data update	Y	
(A4) Input data update	Y	
(A5) Output data update	Y	
(A6) Production lead time update/study	Y	Y
(A7) Storage area utilisation update/study	Y	Y
(A8) Materials & resources utilisation update/study	Y	Y
(B) Operation resources requirement planning		
(B1) Resource capacity update/tracking	Y	
(B2) Resources lead time update/tracking	Y	
(B3) Trend analysis, performance score ranking		Y
(B4) Sensitivity analysis		Y
(C) Logistics Research & Analysis		
(C1) Process time study and mapping	Y	Y
(C2) Research best practice processes	Y	Y
(C3) Enhance process flow design & development		Y
(C4) Enhance process flow implementation		Y
(D) Resources and machinery maintenance,		
(D1) Data extract/update	Y	
(D2) Planning, coordination update and analysis	Y	Y
(D3) Cost analysis		Y
(E) SOP Documentation		
(E1) Process flow chart	Y	Y
(E2) Process description / task list	Y	Y
(E3) Training manual		Y

Brief benefits (details per employee's handbook)

1. Working Hours

Monday - Thursday & Saturday : 8.00am - 5.00pm (lunch break, 1pm-2pm)

Friday : 8.00am - 6.00pm (lunch break, 12.30pm-2.30pm)

2. Benefit

Annual leave : 12days

Medical leave : 14days

Compassion leave

Medical coverage for outpatient (panel clinic)

Personal accident insurance

Medical insurance

Training