

**Job Title**

Sourcing and Quality Assurance Engineer

**Job Responsibilities**

We are seeking an experienced **Sourcing and Quality Assurance Engineer** to join our dynamic team. The ideal candidate will play a key role in managing supplier relationships, procurement processes and quality control activities across the region.

**What you will be doing:****Local Sourcing**

- Execute Local Direct Purchase Approval List (DPAL) activities
  - Conduct local sourcing for the recommended chemicals in accordance with the company specifications including exact OEM, packing capacity, ingredients, etc.
- Source Business Unit (BU) parts as requested by Sales, Service and other Divisions
  - Perform both local and overseas sourcing of substitute parts to achieve cost savings or reduce lead times
  - Collaborate closely with requestors and factory teams on sourcing efforts for local and overseas parts
  - Willingness to undertake overseas travel as needed to source and evaluate suppliers
- Source services requested by BU, including manpower outsourcing, calibration services, laboratory services, and other related support
- Negotiate with suppliers to secure competitive business terms including pricing, lead times, delivery conditions, and other relevant factors
- Assist with the new supplier account opening process in coordination with the ACC department, supporting and liaising with LEG, LOG and ACC departments to ensure timely process completion
- Build and maintain strong, trustworthy relationships with all sourced suppliers

**Quality Assurance**

- Conduct Supplier Total Quality Assurance (STQA) Program for key suppliers & contractors
- Complete required training and obtain certification as an STQA assessor
- Manage Failure Analysis by supporting requestors to expedite local failure investigations
  - Source and liaise with local laboratories to facilitate timely analysis
- Perform Part Inspection (machined parts/cable harness/sub-module)
- Lead and manage all inspection activities to achieve business and quality objectives
- Design and review quality and inspection plans when required
- Manage quality related activities with internal stakeholders on related product defects or non-confirming parts
- Conduct incoming inspections for local sourced parts

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- Travel overseas for sourcing activities, conduct inspections and attend related training as required

### **Key Liaison for Suppliers & Contractors**

- Verify all compliance requirements (NDA, STQA etc.) before submitting documentation for LEG department verification during account setup
- Support LEG department in Annual Supplier & Contractor Audit including collecting financial statements/NDA/MSA Contract negotiation

Other duties as assigned

### **Qualification & Requirements**

- Degree in Electrical/Electronic/Mechanical/Mechatronics Engineering or its equivalent
- At least 2 years of relevant working experience
- Preferred knowledge includes:
  - Incoterm
  - Importation & exportation regulations such as HS (Harmonized System) code, ECCN (Export Control Classification Number) code
  - Software applications - Microsoft Office, AutoCAD, Solid Edge
- Strong communication and good interpersonal skills
- Meticulous, organized and resourceful team player
- Highly motivated individual who works independently with little supervision

We regret that only shortlisted candidates will be notified.