

 <small>YOUR INTEGRATED MANUFACTURING PARTNER</small>	<b>JOB DESCRIPTION</b>
ESCATEC ELECTRONICS SDN BHD	

<b>Job Title</b>	NPI Project Manager	<b>Dept</b>	Sales
<b>Report to</b>	NPI section Manager	<b>Date</b>	23 March 2022
<b>Subordinates</b>	Nil	<b>Prepared By</b>	NPI Section Manager

**JOB OUTLINES**

**Job Description :**

- Manage NPI (New Product Introduction) projects through respective NPI gates
- Lead the team to manage the day to day issues and progress in NPI activities
- Customer interface for respective NPI projects
- Manage the project schedules to meet deadlines
- Manage NPI documentation accordingly
- Plan projects around validation & approval gates

**Job Requirement :**

- Degree in Electrical, Electronic, or Mechatronic Engineering
- Minimum 3 years experience in New Product Introduction
- Must have both project management & engineering or SMT/electronics manufacturing experience
- PMP Certification added an advantage
- Data driven decision making and problem-solving skills
- Ability to work under pressure and within tight schedule
- Good communication, interpersonal & leadership skills are essential
- Excellent spoken and written English skills
- Support post project reviews, lesson learned and continuous improvement initiatives
- Must be highly motivated and able to work independently
- Must be willing to travel internationally on occasion
- Knowledge for MS Project, MS Excel, AutoCad
- Knowledge in PCBA and Box builds manufacturing processes with identified CTQs
- Knowledge of industry references (IPC 610&600, IPC J-Std, ISO 13485, IATF16949)
- Knowledge in Cleanroom and ESD control environment
- Knowledge of SPC (Statistical Process Control)

**Key Result Area ( KRA ) :**

- On Time delivery during project stage for plant level
- NRE Spending
- Milestone achievement
- Quality achievement

**Authorities/Decisions :**

- Project Planning

<b>Approved by:</b>	<b>Acknowledged by:</b>
Name: Position : Signature:	Name: Position : Signature:

Originally signed document to be filed in the personnel file.

