



## **Job Title: Equipment/Tooling/fixture Project coordinator**

### **Responsibility & Routine:**

1. Responsible for project coordination and follow up equipment/fixture/tool localization schedule and cost..
2. Responsible for project coordination between internal and global suppliers, make sure project information can be transferred smoothly and timely.
3. Define the project procedure and create document
4. Responsible build up the project schedule and follow up, creat project report.
5. Responsible for coding system for equipment/fixture/tool
6. Responsible for technical document translation, and build up the operation manual for new machine/fixture and tool;
7. Searching national/international standard for equipment/fixture/tool

### **Qualification:**

1. College degree or above major in Mechanics, Electronics, Instrument or equivalent, with at least 2 year's
2. relevant experience.
3. Project management experience is must.
4. Solid in hand, high sense of responsibility and self-motivated, good communication and coordination skills.
5. Fluent in English communication (both written & oral)..
6. Skilled in MS office software.