SGUNITED TRAINEESHIP JOB DESCRIPTION

SECTION 1: POSITION DETAILS

<table>
<thead>
<tr>
<th>Job Title for Posting</th>
<th>Engineer Trainee</th>
</tr>
</thead>
<tbody>
<tr>
<td>School</td>
<td>School of Materials Science and Engineering</td>
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<thead>
<tr>
<th>Appointment Grade &amp; Job Profile Name (Job Family)</th>
<th>Cost Centre / WBS</th>
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<tbody>
<tr>
<td>N.A.</td>
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<thead>
<tr>
<th>Name and Job Title of Reporting Manager</th>
<th>Reason for Recruitment (New / Replacement)</th>
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<tbody>
<tr>
<td>Mr Tan Yong Kwang, Sr Asst Manager</td>
<td>New</td>
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<tr>
<th>Position ID</th>
<th>N.A.</th>
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SECTION 2: KEY JOB & TRAINEESHIP PURPOSE

Provide a summarized statement on the job and traineeship.

Support the daily operations of the MSE Maintenance Repair Office and Central Store to meet the research needs of various stakeholders to align to the School’s overall research agenda and maintain safety standards, in addition to supporting major School initiatives.

SECTION 3: KEY RESPONSIBILITIES

List the key responsibilities and accountabilities that must be achieved.

Support the daily operations of Maintenance Repair Office (MRO)
- Assist to roll out a holistic equipment and facilities maintenance program for MRO

Support the daily operations of the MSE Central Store (Chemicals, Consumables and Gases)
- Manage purchasing matters, stock taking and maintaining sufficient stock for issuing to stakeholders
- Assist in the development and implementation of Chemical Integrated Management System to improve the operations of the store

Conduct undergraduate/postgraduate laboratory classes
- Provide briefing and practical training for undergraduate/postgraduate laboratory modules and ensure the students understand the practical aspects and equipment involved in the experiment

Perform routine checks and inspection of assigned laboratories and graduate offices to maintain good housekeeping, enforce safety regulations and create safety awareness among all stakeholders
- Conduct regular housekeeping and checking of safety equipment of the assigned laboratories and graduate offices to ensure compliance to safety regulations
- Follow up on non-compliant safety inspection findings and ensure the corrective actions are rectified

SECTION 4: COMPETENCIES AND QUALIFICATION REQUIREMENTS

List Knowledge, Experience, Skills, Competencies and Qualifications

- Bachelor’s Degree in Engineering with background in Materials Engineering or other relevant fields
- Excellent interpersonal, communication and organisational skills
- Ability to manage time and effective prioritize numerous projects at one time
- Good initiative, decisiveness, service-oriented mindset, good teamwork, and attitude to work
- Ability to work independently and under pressure
- Excellent command in English (written and spoken)
- Working knowledge and expertise with a variety of software, hardware, and applications would be of added advantage

SECTION 5: ABRIDGED VERSION OF JOB DESCRIPTION AND REQUIREMENTS

For job posting and attachment to offer letter

Page 1 of 2
Job Description:
Support the daily operations of the MSE Maintenance Repair Office and Central store (Chemicals, Consumables and Gases), and other school initiatives

Roles and Responsibilities:
- Assist to roll out a holistic equipment and facilities maintenance program for MRO
- Manage purchasing matters, stock taking and maintaining sufficient stock for issuing to stakeholders for Central store
- Assist in the development and implementation of Chemical Integrated Management System to improve the operations of the store
- Provide briefing and practical training for undergraduate/postgraduate laboratory modules and ensure the students understand the practical aspects and equipment involved in the experiment
- Conduct regular housekeeping and checking of safety equipment of the assigned laboratories and graduate offices to ensure compliance to safety regulations

Requirements:
- Bachelor’s Degree in Engineering with background in Materials Engineering or other relevant fields
- Excellent interpersonal, communication and organisational skills
- Ability to manage time and effective prioritize numerous projects at one time
- Good initiative, decisiveness, service-oriented mindset, good teamwork, and attitude to work
- Ability to work independently and under pressure
- Excellent command in English (written and spoken)
- Working knowledge and expertise with a variety of software, hardware, and applications would be of added advantage

SECTION 7: STATUTORY MEDICAL EXAMINATION REQUIREMENT
Indicate if the role will be exposed to any of the hazards as listed, which requires the incumbent to undergo the statutory medical examinations.

1. No Exposure (Please click “No Exposure” for the drop down list)
2. No Exposure (Please click “No Exposure” for the drop down list)

Please indicate if there are more than 2, out of the 16 hazards stated in the dropdown list: