

Mould Shop Technician, Singapore

Seatronics Vision and Mission

Seatronics are the Marine Technology Specialists. With our solution focused culture, engineering strength and extensive product knowledge, our vision is to remain the leading provider of marine electronics solutions to the global subsea market. We supply specialist subsea solutions pursuing excellence both in engineering capability and customer support. Our continually developing expertise allows us to provide full service capability on demand encompassing rental, sales, service & repair, calibration, personnel and asset management.

Overall Purpose of Role

As Mould Shop Technician you will assist the Mould Shop Manager on the day to day operation of the Mould Shop. Supporting the completion of production deadlines for cables and connectors. Undertake such activities in a timely, safe and organised manner, you will pay particular attention to maintaining the high QA standards already in place.

Relationships: Reports directly to the Mould Shop Supervisor. Liaises with Operations, staff globally, Regional finance staff, clients and suppliers.

Key Responsibilities and Accountabilities

- Support the Mould Shop manager to ensure all orders are completed efficiently in an economical and timely manner.
- Follow procedures as outlined in the ISO 9001 documentation
- Work with the Mould Shop manager to ensure that all enquiries are addressed and deadlines met.
- Assist the Mould Shop manager to maintain the stock of cables and connectors and carry out periodic stock takes.
- Responsible for the operation of moulding machines, tools and other hardware in the mould shop.
- Monitor and update the accurate log of machine maintenance checks
- Carry out initial QA checks of cables/ connectors produced in the shop
- Minimize rejection levels by adhering to procedures as outlined in the ISO 9001 documentation.
- Take part in company audits as and when required
- Willingness to undertake other duties as and when required.

Experience and Qualifications

- B.Tech Diploma or equivalent in a relevant area; Electronics, Business or Project Management
- 1-2 years experience manufacturing and maintaining equipment
- Solid experience of Microsoft Office suite; Word, Excel, PowerPoint, Outlook and Inspire in house stock system
- Track record of delivery and success within a regional or global procurement leadership role

Skills and Knowledge

- Comprehensive knowledge of Seatronics' equipment repairs and individual equipment functionality
- Knowledge of Seatronics' market and business capability
- Excellent organisational and time management skills
- Exceptional attention to detail with good analytical skills
- Strong problem solving skills
- Developed communication skills; e.g. report writing, customer service

Personal Qualities

- Ability to work to tight deadlines on multiple complex issues and remain calm under pressure
- Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- Ability to establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organisation.
- Ability to support the Mould Shop Manager in their duties
- Ability to positively influence others to achieve results that are in the best interest of the organisation.
- Ability to assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organisation.
- Conscientious and helpful
- Willingness to learn and participate/provide in-house training

Work Requirements

- Ensure effective self-management to work in accordance with the company's values, goals and objectives.
- Willingness to maintain Continual Professional Development to ensure your own knowledge base enhances Seatronics' capability and that you comply with the company's policies, processes and principles.
- Maintain integrity by being honest and transparent with staff, clients and suppliers in line with business policies.
- Highlight new technologies or working practices which may benefit the company by way of the Process Improvement Report (PIR) process.
- Actively participate in regular team and company events as required.
- Ensure we focus on being customer centric by developing good relationships with clients and suppliers and providing outstanding levels of service to ensure client needs are met on time, every time.
- Participate in the leadership and commitment of QHSE to ensure there is zero harm to our people, the environment and equipment.
- Take an active role in ensuring the quality of our products and services fully meets customer requirements.
- Ensure you work in line with various areas of compliance, including but not restricted to Customs/Export Control/Import/Anti-Bribery/Quality Assurance (QA).
- Ideally have a clean driving license and the ability to travel to global companies when necessary.
- Ensure you are deemed fit for the role or assignment being undertaken by undertaking medical examinations/tests and/or vaccinations in line with local legislation.

Competency requirements

Essential competencies that are critical for job success

4.1 Writing and reporting

- Writes clearly, succinctly and correctly
- Writes convincingly in an engaging and expressive manner
- Avoids unnecessary jargon or complicated language
- Writes in a well structured and logical way
- Structures information to meet the needs and understanding of the intended audience

6.2 Delivering results and meeting customer expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals

7.2 Coping with pressures and setbacks

- Works productively in a high pressure environment
- Keeps emotions under control during difficult situations
- Balances the demands of work and personal life
- Maintains a positive outlook at work
- Handles criticism well and learns from it

8.1 Achieving personal work goals and objectives

- Accepts and tackles demanding goals with enthusiasm
- Works hard and puts in longer hours when it is necessary
- Identifies development strategies needed to achieve career goals and makes use of development or training opportunities
- Seeks progression to roles of increased responsibility and influence

Desirable competencies for job success

6.1 Planning and organising

- Sets clearly defined objectives
- Plans activities and projects well in advance and take account of possible changing circumstances
- Manages time effectively
- Identifies and organises resources needed to accomplish tasks
- Monitors performance against deadlines and milestones

7.1 Adapting and responding to change

- Adapts to changing circumstances
- Accepts new ideas and change initiatives
- Adapts interpersonal style to suit different people and regional differences
- Deals with ambiguity, making positive use of the opportunities it presents