



Assistant QA/QC Engineer

Responsibilities:

- Perform daily departmental administrative duties
- Document management, which includes: delivery, record-keeping, maintenance, recovery, storing transmittal files - in accordance to the documentation quality system
- Manage external documents like memos, drawings, mails, reports; ensuring that documents are in order at all times
- Inspection and testing reports according to the records from QC Inspectors

Requirements:

- Diploma or Degree in any Engineering discipline
- Good knowledge at ISO 9001 system and project operation
- Computer literacy for data storage such as ISO9001
- Familiar with the files and documentation management procedure and process
- Shipyard or oil & gas industrial working experience is preferable

Interested applicants to email your resumes to [**hr@bakerengineering.com.sg**](mailto:hr@bakerengineering.com.sg) stating expected salary and earliest possible start date.

We regret to inform that only suitable applicants will be contacted for an interview.

Admin/Document Controller

Responsibilities:

- Assist the production/operation team with the creation, editing, scanning, copying, formatting, archiving and distribution of project documentation
- Process all documentation received in accordance to prescribed procedures with agreed timescales
- Assist in preparing and reconciling various requisition forms (e.g. purchase, capex)
- Assist in daily warehouse/logistics operation
- Ensure accurate quantity of items received or to be issued for deliveries
- Ensure all incoming and outgoing items are properly documented
- Handle all processes in relation to receiving, retrieving (from inventory), packing and delivering of goods as assigned
- Maintain proper housekeeping in the warehouse

Requirements:

- Preferably GCE 'O' Level and above
- Preferably minimum 2 years of work experience in similar capacity and industry
- Able to commence work in short notice
- Only Singaporeans

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Dimension Control Engineer

Responsibilities

- Able to read and understand engineering drawings
- Responsible for developing all testing procedures or method statements related to dimension control and distortion control on products
- Responsible for all required dimensional check hold points that have been developed and established by project specifications and methods
- Responsible for the identification and control of non-conforming product, and the maintenance of equipment calibrations
- To prepare and maintain dimension control inspection reports according to the project quality plan
- Ensure that required reports are completed accordingly to the project specifications
- Liaise with contractors, production and client's representatives to ensure the product is checked and complies with the project quality plan and specifications

Requirements:

- Minimum Diploma in Engineering or Science study
- At least two years of experience in the same industry
- Working knowledge of using dimensional survey equipment like total station, theodolite and etc.
- Physical work required
- Proficient in MS Office applications

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Marketing & Technical Support Engineer

Responsibilities:

- Support the company's Managing Director in marketing and sales activities
- Visit key local and overseas customers
- Assist in preparing tenders, quotations, invoices and address sales enquiries
- Follow-up, monitor and liaise with customers on after sales service
- Provide technical support to clients for projects
- Prepare and update reports and file notes
- Support design development work of the company's product
- Carry out day-to-day administrative duties for marketing including arranging for meetings, seminars, preparing and updating promotional materials

Requirements:

- At least a diploma / degree in Engineering (naval architecture, marine or related disciplines)
- At least 2 to 3 years' experience (4 to 5 years' experience required for a diploma holder) working in a shipyard in Engineering, Marketing, Project Management or Production Department
- Good interaction skills and self-motivated
- Solid team player and strong leadership skills

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NDT Inspector/Controller

Responsibilities:

- Able to read and understand engineering drawings
- Responsible for all required NDT inspection hold points that have been developed and established by NDT project specifications and methods
- To prepare and maintain of NDT inspection report according to the project quality plan
- Ensure that reports that are required are completed accordingly to the project specifications
- Liaise with contractors, production and client's representatives to ensure the product is tested and complied with the project quality plan and specifications

Requirements:

- Minimum Diploma in Engineering or Science study
- Relevant field of NDT (UT/RT/MT/PT) Level 2 certification (accredited by PCN or CSWIP or ACCP)
- Physical work required
- Proficient in MS Office applications

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