

MayTech Cleanroom Manufacturing Sdn. Bhd.
(Registration No: 1281061-D)
No 24, Jalan CH Light Industries 1,
Kawasan Perindustrian Ringan College Heights,
71700 Mantin,
Negeri Sembilan Darul Khusus.



Dear Sir/Madam,

I hope this message finds you well. I am writing on behalf of Maytech Cleanroom Manufacturing Sdn. Bhd. where we are dedicated to innovation and excellence in the engineering sector. We are excited to announce that we are currently seeking talented interns and recent graduates for the positions of Product Engineer.

JOB DESCRIPTION

EMPLOYER INFORMATION

Name: Maytech Cleanroom Manufacturing Sdn. Bhd.
Address: No. 24, Jalan CH Light Industries 1, Kawasan Perindustrian Ringan College Heights, 71700 Mantin, Negeri Sembilan Darul Khusus.
Phone: 06-758 6118
E-Mail: hradmin@maytechcr.com

EMPLOYMENT ELIGIBILITY

Job Title: Project Engineer
Reports to: Project Manager
Job Location: Mantin, Negeri Sembilan
Start Date: ASAP
Job Type: Full-time Part-time Independent Contractor Intern
Working Hours: Monday – Friday
09.00am – 06.00pm

JOB DESCRIPTION

- Develop detailed project plans, including scope, goals, deliverables, resource allocation, timelines, and budgets.
- Work closely with project managers, engineers, and stakeholders to ensure all aspects of the project are aligned and progressing smoothly.
- Work closely with project managers, engineers, and stakeholders to ensure all aspects of the project are aligned and progressing smoothly.
- Provide engineering expertise and technical guidance throughout the project lifecycle.
- Maintain thorough documentation of project activities, including plans, designs, reports, and updates.
- Monitor project costs, manage budgets, and report on financial status.
- Identify potential risks and develop mitigation strategies to ensure project success.
- Ensure all project activities meet or exceed industry standards, regulations, and company quality guidelines.
- Regularly update stakeholders on project progress, challenges, and changes in scope.
- Address technical issues and project challenges, providing solutions to keep the project on track.

RESPONSIBILITIES AND DUTIES

- **Project Planning:** Develop detailed project plans, including scope, timelines, and budgets, ensuring alignment with company goals.
- **Coordination:** Collaborate with cross-functional teams (design, manufacturing, quality, etc.) to define project objectives and requirements.
- **Monitoring & Reporting:** Track project progress, identify risks, and provide regular updates to stakeholders on project status.
- **Problem Solving:** Address technical challenges and implement solutions to keep projects on track.
- **Documentation:** Prepare and maintain project documentation, including reports, specifications, and design changes.
- **Quality Assurance:** Ensure projects comply with industry standards, safety regulations, and company policies.
- **Customer Interaction:** Liaise with clients and stakeholders to gather requirements and provide project updates.

QUALIFICATIONS / REQUIREMENTS

- Bachelor's degree in engineering (Civil, Mechanical, Electrical, Industrial, or a related field).
- Fresh Graduate and intern are welcome to apply.
- Basic understanding of CAD software.
- Proficiency in Microsoft Office Suite (Word, Excel, Power Point).
- Strong analytical and problem-solving abilities.
- Excellent communication and teamwork skills.
- Enthusiasm for engineering and project management.
- Detail-oriented with a strong commitment to quality.

Interested candidates can apply by sending their resume and cover letter to jack.ng@maytechcr.com

We value the strong foundation provided by your university and believe that your students possess the potential to contribute meaningfully to our projects. We kindly request your assistance in sharing these opportunities with your students and recent graduates.

Thank you for your support in helping us connect with emerging talent. If you have any questions or need further information, please do not hesitate to reach out.

Warm regards,

Jack Ng
General Manager
Maytech Cleanroom Manufacturing Sdn. Bhd.
012-566 9938