DEPARTMENT: Engineering  
JOB TITLE: Project Engineer  
REPORT TO: Engineering Manager

SUMMARY

The Project Engineer is responsible for the cost estimating, process development, managing new product and improvement projects. Improvement projects include oversight of customer returns and corrective action as well as continual improvement of product performance (cost, yield, and lead time).

GENERAL RESPONSIBILITIES

- Must be a team player that collaborates with peers in a respectful manner.
- Represents the company's quality system to media, government agencies, funding agencies, customers, and the public.
- Reviews technical specification to resolve quality and manufacturing issues.
- Leads meetings with manufacturing and quality to review and resolve processes or product issues.
- Coordinates the collection and dissemination of technical information.
- Proactively determines possible failure modes in the manufacturing process and suggests steps for preventive action.
- Evaluates project performance while the project is active and upon project completion.
- Leads cross functional teams in developing and improving products.
- Performs other assigned duties as deemed necessary by their manager.

DETAILED RESPONSIBILITIES

- Prepare quotations utilizing supplier information, cost standards, technical information from quality, manufacturing engineering, and design.
- Establishes proper routing, time standards, and bill of material based on best practices.
- Develops product cost and monitors actual cost to achieve an in-budget result.
- Prepares clear manufacturing documents and work center instructions.
- Directs coordination of product control documents (MP/IP).
- Dispositions nonconforming material and coordinates customer waivers as needed.
- Analyzes customer returns and directs containment, root cause, and corrective action when necessary.
- Responsible for evaluation and selection of new suppliers.
- Issues corrective action to suppliers as required.
- Reviews and signs Certificate of Conformance, Part Submission Warrant, and other similar documents.
- Issues Quality Alerts to close the feedback loop on customer concerns
- Manages Engineering Change Orders.
KNOWLEDGE AND SKILL REQUIREMENTS

- 3 to 10 years of progressive project engineering experience.
- Relevant industry experience.
- Bachelor’s degree in a technical field.
- Must be fluent in Mandarin and/or Cantonese

WORKING CONDITIONS

- Working conditions are normal for an office environment. Work may require occasional weekend and/or evening work.