

## **Công ty TNHH CEI International Investment**

The Company provides printed circuit board and box-build assembly, equipment design, cable harness assembly and manufacturing services. It is well equipped to provide value-added services such as materials management, circuit layout, prototype & development engineering, metal stamping, cable harnessing and precision machined components.

No. 2, Street 6, Vietnam Singapore Industrial Park, Thuan An, Binh Duong Province, Vietnam

<http://www.cei.com.sg/index.html>

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### **Trợ Lý Đầu Thầu (Procurement Assistant)**

- Mức lương Thỏa thuận

### **Mô tả công việc**

- **Reports to:** Procurement Manager
- **Responsible for:** Assist RFQ activities and any tasks assigned by manager
- **Purpose:** Assist Procurement Engineers in RQF activities
- **Interactions:** With Procurement Engineers and external vendors

### **Functions:**

- Supports RFQ of electronics and mechanical parts.
- Supports E-RFQ
- Support in cost reduction exercise
- Assist in all tasks assigned by Procurement Engineer, including deptment admin tasks

### **Results/ Output:**

- Responsible for filing drawings, specifications, data sheets, costed BOM and all documents into project assigned folders

### **Yêu cầu công việc**

#### **Recruitment requirements:**

- NITEC/Higher NITEC/Diploma in Electronics, Mechanical, Mechatronics Engineering or equivalent.

#### **Job requirements:**

- Min 1 yr in contract manufacturing environment
- Proficient in MS excel
- Flurent in English

### **Quyền lợi được hưởng**

- Having chances to get attractive company bonus every month/year
- Company trip once a year + Joining party
- Salary and position is reviewed 1 time a year
- Bonus by individual ability and company's performance.
- Social insurance, health insurance, unemployment insurance and other benefits
- Dynamic and sociable working environment.

### **Địa điểm làm việc**

➤ Thuận An, Bình Dương - Thị xã Thuận An ([Bình Dương](#))

### **Tính chất công việc**

Toàn thời gian

### **Yêu cầu về bằng cấp (tối thiểu)**

Đại Học

### **Yêu cầu kinh nghiệm**

1 - 2 năm