

CEI INTERNATIONAL INVESTMENTS (VN)

Job Title: Material Compliance Engineer

Reports to: Procurement Section Head

Purpose:

Support to Procurement Engineer Team in Singapore side and CEI VN do the Material Compliance.

Interactions:

Contact with Purchasing & Marketing Department of CEI VN & Singapore side.

Functions:

1. Responsible in getting material compliance declaration from local and global suppliers for material regulations like REACH, RoHS, CA Prop 65, etc, per request from customers.
2. Read and interpret received declaration. Communicate changes if any to involved parties like Purchasing and Quality.
3. Coordinate information between departments like Purchasing and Quality on regulations/directives met by manufacturers.
4. Support on sourcing alternative material.
5. Any other duties that may be assigned by superiors.

Results/ Output:

1. Monitor supplier performance to ensure compliance information are submitted to working team timely.
2. Maintain proper filing and documentation in system.

Authority: Request to CEI VN Procurement Section Head for miscellaneous material to fulfill the job.

Recruitment requirements:

1. Bachelor/College degree in Electromechanical Engineering, Environmental Engineering, Environmental Sciences, Material Sciences, or equivalent related work experience 1-2 years.
2. Good command in English, both verbal and written.
3. Proficient in Microsoft office (like Excel, Word, Powerpoint, etc), outlook, etc.
4. Possess good communication, negotiation and interpersonal skills.
5. A team player with sense of priority, organized and meticulous.
6. Positive attitude, self-driven, proactive, able to work independently.
7. Able to take ad hoc and multi-disciplinary tasks.

Job requirements:

Working knowledge of regulations and requirements including, RoHS, REACH, ODSHAR, Battery Directive, conflict minerals, FMD, CA Proposition 65, etc, will be an added advantage.

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