

Position title	BOM Engineer
Reporting to	PE Manager
Department/Section	PE

Purpose of the position

Responsible for managing and maintaining the product BOMs, ensuring the accuracy and consistency of product design, manufacturing, and supply chain management. This position plays a critical role in the product development and production process, ensuring that all relevant parties can timely obtain accurate material information, thereby improving production efficiency and product quality.

Duties and Responsibilities

- Responsible for creating, maintaining, and updating product BOMs, ensuring the accuracy and completeness of BOMs.
- Work closely with design, procurement, production, and quality departments to ensure the consistency and timely updates of BOM information.
- Participate in the development and design process of new products, providing BOM-related technical support and suggestions.
- Assist in resolving BOM-related issues that arise during production, ensuring smooth production.
- Write and maintain BOM-related technical documents and operation manuals, ensuring the accuracy and completeness of documents.
- Regularly back up and archive BOM data, ensuring data security and traceability.
- Responsible for the overall planning of the project, including project objectives, schedule, budget, and resource allocation.
- Communication and Coordination: Maintain good communication with the project team, customer, suppliers, and other relevant parties.

Education and work experience

- Bachelor's degree or above in Mechanical Engineering, Industrial Engineering, Materials Science, or related fields.
- 2 years or more of BOM management or related field experience, candidates with a manufacturing background are preferred.
- 3 years or more of project management experience, with preference for those who have experience in large projects.
- Familiar with product design and manufacturing processes and knowledgeable about BOM management systems and related software (such as ERP, PLM, etc.)

Skills:

- Proficient in SAP/PLM/MES system operation, familiar with excel operation
- Have good logical thinking capacity, with relevant practical experience in data organization and analysis
- Cross-functional communication and collaboration, work diligently, carefully, patiently
- Language Fluent in English.

Working conditions

- Office environment, occasionally need to visit the production site for on-site inspection and communication.

- Standard working hours, occasionally need to work overtime to respond to urgent project needs.