

Position title	Assets management engineer
Reporting to	PE manager
Department/Section	PE

Purpose of the position

Manage the full lifecycle of company assets, including equipment/fixture procurement, customs clearance/importation, and ongoing asset tracking. This role ensures cost-effective sourcing, compliance with import regulations, and optimal utilization of physical assets.

Duties and Responsibilities

- Procurement & Budgeting: Monthly collect spare parts/consumable demands, develop procurement budgets, create PN in systems, write PR and track ETA.
- Prepare and submit accurate customs documentation (e.g., commercial invoices, packing lists) for imported equipment/jigs. Address customs audits, disputes, or duty refund claims proactively.
- Inventory Management: Monitor spare parts and consumable stock levels, set reorder points, and conduct regular inventory counts/reconciliations. Optimize inventory turnover and minimize obsolescence/carrying costs.
- Conduct regular physical audits, reconcile discrepancies, and generate reports on asset utilization, costs, and lifecycle status.
- Manage end-of-life processes, including resale, recycling, or disposal of obsolete assets in compliance with environmental/safety standards.
- Collaboration & Documentation: Partner with engineering, production, procurement, and finance teams; maintain SOPs and asset reports.

Education and work experience

- Bachelor's degree in Mechanical/Electrical/Industrial Engineering, Supply Chain Management, or related field. Master's degree is a plus.
- 2+ years of equipment/asset management, procurement, or inventory control experience (manufacturing/industrial preferred).
- Proficiency in ERP systems (SAP/Oracle/NetSuite) and U.S. import/CBP compliance knowledge.
- Strong budget management, organizational, and problem-solving skills; attention to detail.

Skills:

- Proficiency in procurement tools and MS Office.
- Strong analytical, negotiation, and problem-solving abilities.
- Excellent communication skills for liaising with global suppliers and internal teams.
- Language Fluent in English.

Working conditions

- On-site work in a temperature-controlled manufacturing facility with designated cleanroom areas for precision equipment; compliance with ESD (Electrostatic Discharge) protection standards.
- May require occasional weekend hours to support production plan, emergency repairs, or project implementation.