

JOB ANALYSIS

職務分析

Job Overview

Lead, direct, and control the project management sub-function. Ensures project management skills and techniques are applied consistently throughout the organization, timely delivered with quality rendered

Main Responsibilities

1. Allocate resources required to execute a project.
2. Create the official project schedule. Review schedule with customer and project team.
3. Organize all the project activities and follow-up.
4. Organize project kick-off, design review, and project status update meetings.
5. Follow up on the action items of kick-off, design, and project status update review meeting.
6. Provide project status reports to management weekly or under request.
7. Monitor and ensure engineering design and documentation are on time and complete.
8. Material status follow-up to make sure to meet the required date.
9. Root cause analyzing and problem-solving for project issue
10. Support FAT/SAT with the customer.
11. Support actions to customer service requests and complaints.
12. Execute approved customer changes, and update the official schedule as needed.
13. Proactively identify and manage the risks of the project.

Required Skills & Qualifications

1. Good command of English communication ability.
2. Good communication and coordination abilities.
3. Good presentation skills.
4. Customer service oriented.
5. Contribute to the whole.
6. Above 2 years of experience in project management will be a plus.
7. Engineering background is a plus.