



East West - JOB DESCRIPTION

Position: Engineering Team Administrator
Direct Report: VP of Engineering

Company Information: East West Manufacturing (EW) is a rapidly growing global contract manufacturing services company. EW manufactures products for a wide variety of industries at both corporate and contract manufacturing facilities throughout Asia. Headquartered in North Atlanta, EW has offices and facilities in the US, China, Vietnam and India that specialize in a wide range of manufacturing disciplines including plastic injection molding, electronic assembly and AC motor assembly. EW's primary services are design services, manufacturing, quality assurance, logistics, and warehousing. Presently EW is seeking an Engineering Team Administrator that is interested in a unique, fast-paced, and ever challenging environment. Please see our website at www.ewmfg.com for additional information.

Responsibilities include:

- Provides administrative support to engineering (may include help finding components on-line, leading organization efforts of the engineering lab, and support of acquisition activities)
- Supports all engineering meetings by ordering lunch, preparing training documents, setting-up and breaking down
- Assists with travel arrangements and visa applications for the Engineering Team and Customers
- Performs item set up and purchase order (P.O.) placement for tooling, samples, and design services using GP ERP system
- Reconciles P.O. invoicing between overseas business units and Atlanta corporate office for engineering purchases, using spreadsheets and GP ERP system
- Participates in project initiation meetings as needed for item setup and P.O. release
- Updates weekly engineering P.O. status report to support company's margin data review
- Utilizes FedEx shipping software and manages FedEx invoicing for all engineering-related customer and business unit shipments
- Coordinates domestic and international shipments of engineering samples and related items to customers and overseas business units, including creating necessary shipping documents; distributes shipments to the engineering team
- Supports engineering artwork file updates in Adobe Illustrator, PDF and Corel Draw and releases in the document control system
- May attend project Lessons Learned meetings to document results
- Maintains and updates Engineering training matrix
- Maintains clear and prioritized task lists of all tasks for which you are responsible
- Identifies, proposes and helps implement improvements to the position's processes in order to improve efficiency



East West

design • manufacturing • distribution

Requirements include:

- Bachelor's Degree from a four-year accredited College or University
- 2 – 3 years' experience in an administrative role, preferably with an international company
- Must be detailed oriented and proactively communicate schedule changes to appropriate parties
- Ability to perform under tight timelines and maintain clear priorities with urgent resolution skills
- Ability to manage multiple long-term and short-term assignments simultaneously
- Excellent oral and written communication skills
- Great attitude and work ethic with a sense of strong self-direction and assertiveness
- Must possess a sense of strong self-direction
- Ability to work in diverse environments
- Aggressive, meticulous, forward thinking, and high energy team player
- Analytical skills, time management skills, detail-oriented, self-starter
- Proficient using MS Outlook, MS Excel, PowerPoint, and MS Word
- Ability to learn to use ERP software and project management software
- Proficiency with Adobe Illustrator or CorelDraw software preferred
- Experience placing purchase orders into and receiving goods into an ERP (Enterprise Resource Planning) computer system such as SAP, Oracle or Great Plains, preferred
- Experience shipping items using standard and expedited methods, both domestically and internationally, including experience with FedEx shipping software, preferred
- *No Engineering experience required*