

## Job Description

Job Number:	EF201601
Department:	Engineering
Educational Background:	Graduated Bachelor Student (or above), Mechanical Engineering
Language Skills:	Chinese (native speaker), English (oral and written)
Location:	Shanghai, Pudong New District, Chuansha
Employment Type:	Temporary

## Your responsibilities include but are not limited to

- Identification, analysis and documentation of customer requirements. Preparing project specific information and documents.
- Assistance in creating and maintaining project specific product codes and item numbers. Managing project technical documentation and drawings in the ERP system.
- Assistance in creating and maintaining project specific BOM lists (Bill of Material) in accordance with technical drawings and customer requirements.
- Assistance in creating SOP and maintenance of related documentation. Creating simple CAD drawings according to technical requirements.
- Problem solving and consulting suppliers and customers concerning component, product and project related questions.
- Organize and archive drawings and documents of technical department.

## Contribute to the team with your skills and personality

- College or University graduate (Bachelor or above) in mechanical engineering, preferably with deeper knowledge about fluid power technology and engineering.
- Proficient in engineering software such as AutoCAD and Solidworks
- Solid understanding of manufacturing & industrial engineering fundamentals.
- Result-driven attitude with strong attention to detail and creative problem solving skills.
- Excellent communication skills with co-workers, suppliers and clients. Comfortable working in a team.
- Chinese (Mandarin): native speaker
- English: good communication and basic business level.

## How to send your application

Your complete application should include your cover letter, informative CV and transcripts / certificates.

Please send it combined in one PDF file (max. 5 MB) to [info\[at\]evotek-hyd.com](mailto:info[at]evotek-hyd.com)