

## **Role:**

Responsible for managing and supporting technology-driven projects, the Associate – Technology Development ensures the successful development and implementation of innovative solutions. This role plays a key part in the successful development and implementation of smart, scalable solutions within the company's core focus on EV charging infrastructure.

In particular, the associate will focus on charging infrastructure management, including the planning, deployment, and optimization of EV charging stations and related systems. The role also involves active participation in business development initiatives, such as identifying new market opportunities, supporting partnership development, and contributing to the expansion of ElectricK's footprint in the EV ecosystem.

## **Responsibilities:**

### **1. Task Planning & Execution:**

- Develop, coordinate, and implement project plans to ensure timely and efficient task execution.
- Monitor project progress, identify bottlenecks, and adjust strategies to meet objectives.
- Work closely with cross-functional teams (Engineering, Design, QA, etc.) to ensure smooth project execution.

### **2. Project Timeline Monitoring:**

- Track and oversee project timelines to ensure milestones are met within deadlines.
- Provide regular reports and status updates to management, highlighting potential risks and mitigation plans.
- Ability to identify and troubleshoot issues that arise during the project lifecycle.

### **3. Cost Planning & Execution:**

- Manage financial documentation, including quotations, purchase orders (POs), tax invoices and delivery orders (DOs).
- Ensure financial transactions related to projects are processed accurately and in a timely manner.

### **4. Cross-Functional Collaboration:**

- Work closely with internal teams and external stakeholders to support project objectives.
- Facilitate effective communication among project teams, ensuring alignment with company goals.

### **5. Stakeholder & Team Engagement:**

- Engage with diverse stakeholders, including internal teams, external partners, and regulatory bodies.
- Utilize different perspectives to enhance project outcomes and foster teamwork.
- Support in managing resources, including team members, budgets and any external contractors or vendors.
- Assist with the allocation of tasks based on team members' skills and availability.

### **6. Regulatory & Compliance Management:**

- Prepare and submit applications for necessary approvals, such as work permits, land usage permits, and government regulatory submissions (e.g., JAKOA).
- Ensure compliance with legal and industry regulations throughout project execution.

### **7. Project Documentation & Filing:**

- Maintain systematic documentation and proper filing of all project-related materials for easy access and reference.

- Implement efficient organizational systems to enhance project documentation management.
- Report on the status of ongoing projects and help with post-project evaluations.

#### **8. Continuous Improvement & Learning:**

- Stay updated on industry trends, emerging technologies, and best practices in project management.
- Support in managing resources, including team members, budgets, and any external contractors or vendors.
- Assist with the allocation of tasks based on team members' skills and availability.
- Seek opportunities for professional growth and skill enhancement.

#### **9. Training & Knowledge Sharing:**

- Develop and conduct training sessions for internal and external stakeholders as required.
- Create training materials and resources to support knowledge-sharing initiatives.

#### **10. Technical Project Involvement:**

- Support the development and implementation of technical projects, including:
  - a) ICE to EV Conversion Buses – Facilitating the transition from internal combustion engine (ICE) to electric vehicles (EV).
  - b) BESS (Battery Energy Storage Systems) – Assisting in the design and deployment of battery storage solutions.
  - c) IONT (Internet Nano of Things) – Supporting IoT applications in nanotechnology-driven solutions.
  - d) Maintain project documentation, including schedules, resource allocation, and deliverables.
  - e) Report on the on-going status of projects.
  - f) Ability to identify and troubleshoot issues that arise during the project lifecycle.
  - g) Identify potential risks and roadblocks early in the project and help develop strategies to mitigate them.

### **Qualification and Requirement:**

1. Bachelor's Degree in Engineering (Electrical, Mechatronics, Electronics, Telecommunication, Computer Science, or a related field).
2. Minimum of two years of experience in project coordination, process management, or a related field.
3. Strong organizational skills and attention to detail.
4. Excellent communication and interpersonal skills.
5. Ability to work collaboratively in a fast-paced environment and engage with multiple stakeholders.
6. Proficiency in project management tools, Microsoft Office Suite, and 7QC tools.
7. Familiarity with regulatory processes and documentation requirements is a plus.
8. Strong verbal and written communication skills are crucial for interacting with various stakeholders and team members.

### **Preferred Skills:**

1. Strong stakeholder management and relationship-building skills.
2. Excellent written and verbal communication skills for both technical and non-technical audiences.
3. Ability to collaborate effectively across teams and adapt to dynamic priorities.
4. Familiarity with technology commercialization processes is an advantage.
5. Proficiency in Microsoft 365, SharePoint, Word, Excel, and PowerPoint.
6. Pleasant personality with strong interpersonal skills.