Role:

Responsible for overseeing and optimizing manufacturing processes, the Associate – Technology Development at GigaFactory Malaysia Sdn. Bhd. (GMSB) ensures the efficient production of high-quality products. This role combines expertise in engineering, production systems, and manufacturing processes to design, implement, and improve production methods and operations.

Key responsibilities include overseeing battery production and ensuring optimal performance of manufacturing systems. The role also involves managing facility operations to support smooth production flow and infrastructure reliability. Additionally, the role is expected to support the business development efforts, by identifying opportunities that align with GMSB's growth and innovation objectives.

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 and 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.
   - 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.
   - Leverage different perspectives to enhance project outcomes and foster teamwork.
   - Support resource management, including team members, budgets, and external contractors or vendors.
   - Assist with the allocation of tasks based on team members' skills and availability.

6. **Research & Technology Development:**
   - Conduct research to identify and evaluate new technologies, materials, and methodologies.
   - Perform technical, scientific, and market analyses to guide technology development and commercialization efforts.

7. **Experimental Design and Testing:**
   - Design and execute experiments to validate concepts and prototypes.
   - Analyze experimental results and prepare detailed reports with recommendations for improvement.

- Familiarity with DFMEA (Design Failure Mode and Effect Analysis), PFMEA (Process FMEA), Gr&R (Gauge Repeatability & Reproducibility), 5S, Kaizen, Gemba, Lean Manufacturing, Poka-Yoke, 7QC tools, and Ergonomics is required.

8. **Regulatory & Compliance Management:**
   - Prepare and submit applications for necessary approvals, such as work permits, land usage permits, and government regulatory submissions (e.g., BOMBA, DOSH, JAKOA).
   - Ensure compliance with legal and industry regulations throughout project execution.
   - Key Agencies Involved (but not limited to):
     a) Ministry of International Trade and Industry (MITI): Responsible for factory licensing, industrial development, and trade matters.
     b) Department of Environment (DOE): Oversees environmental assessments and permits.
     c) Local Municipal Council (Majlis Perbandaran): Issues development orders, building approvals, and zoning regulations.
     d) Fire and Rescue Department: Ensures fire safety standards and issues necessary approvals.
     e) Energy Commission and Utility Providers: Responsible for utilities such as electricity, gas, and water supply.
     f) Occupational Safety and Health Administration (OSHA): Ensures compliance with workplace safety regulations during construction and operation.

9. **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.

10. **Continuous Improvement & Learning:**
   - Stay updated on industry trends, emerging technologies, and best practices in project management.
   - Seek opportunities for professional growth and skill enhancement.

11. **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.

12. **Manufacturing Project Involvement:**
   - H_2 Manufacturing (Hyperreactor): Support hydrogen-based manufacturing projects, ensuring process optimization and efficiency.
   - Battery Manufacturing: Assist in the development and improvement of battery production processes, focusing on quality and scalability.
   - Inverter Manufacturing: Coordinate manufacturing advancements in power inverters, ensuring compliance with industry standards.
   - IONT (Internet of Nano Things): Contribute to IoT-related manufacturing solutions, leveraging nanotechnology for smart applications.
   - Manufacturing Advancements: Identify opportunities for process improvements and innovations in advanced manufacturing techniques.

Qualification and Requirement:

1. Bachelor's Degree in Engineering (Industrial, Mechanical, Electrical, Mechatronic, Electronic, Telecommunication, or a related field).
2. Bachelor's Degree in Science, Engineering, Technology, or a related field.
3. Minimum of 2 years of experience in research, project coordination, or technology development.
4. Strong organizational skills and attention to detail.
5. Excellent communication and interpersonal skills.
6. Ability to work collaboratively in a fast-paced environment and engage with multiple stakeholders.
7. Proficiency in project management tools and Microsoft Office Suite.
8. Familiarity with regulatory processes and documentation requirements is a plus.
9. Knowledge of ISO 9001 is an added advantage.
10. Knowledge of ISO 14001 is an added advantage.
11. Knowledge of ISO 45001 is an added advantage.

Preferred Skills:

12. Familiarity with technology commercialization processes is an advantage.
13. Strong stakeholder management and relationship-building skills.
14. Excellent written and verbal communication skills for both technical and non-technical audiences.
15. Ability to collaborate effectively across teams and adapt to dynamic priorities.
16. Self-starter with the ability to work independently and interdependently.
17. Proficiency in Microsoft 365, SharePoint, Word, Excel, and PowerPoint.
18. Pleasant personality with strong interpersonal skill.