

Assistant Manager / Senior Assistant Manager (Technical Officer) (Electronics Engineering)
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=257012>

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Posted May 14, 2025, set to expire Sep. 13, 2025

Job Title Assistant Manager / Senior Assistant Manager (Technical Officer) (Electronics Engineering)

Department Professional Officers

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted May 14, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Electrical and/or Electronics

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498931/assistant-manager-senior-assistant-manager-technical-officer-electronics-engineering>

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Job Description

Assistant Manager / Senior Assistant Manager (Technical Officer) (Electronics Engineering)

Job no: 498931

Department: Professional Officers

Contract type: Contract

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At SIT's Professional Officers Division, we bring our rich industry experience and technical skills into our work, creating a better physical environment where learning and innovation take place.

We work with teaching programmes and innovation projects to improve the skills of our students and strengthen and energize our industry and the wider community.

The Technical Officer supports laboratory operation and laboratory maintenance; ensuring laboratories are in conducive condition to conduct laboratory classes.

Key Responsibilities

- Perform daily housekeeping and maintenance to ensure safety, cleanliness and tidiness of laboratories.
- Support Teaching staff and Professional Officers in the set-up of experiments, prepare materials or consumables, troubleshoot, operation and maintenance of laboratory equipment and software.
- May be involved in conducting lab experiment and mentoring/coaching students.
- Assist in procurement of laboratory equipment and procure consumables
- Work with Lab In-Charge in tracking and maintaining laboratory documentation (e.g. equipment manual, risk assessment, Material Safety Data Sheet, service reports and other safety certificates).
- Work with Lab In-Charge in maintaining inventory of laboratory equipment and consumables.
- Support Lab In-Charge to ensure compliance with work, safety and health regulations in the laboratories.
- Assist Lab In-Charge to track and manage laboratory waste
- Assist Lab In-Charge to provide support to students' access to laboratory resources
- Assist Lab In-Charge to track and manage loan of tools as well as equipment to students and staff.
- May be appointed as 2nd Lab In-Charge by Team Lead.

Job Requirements

- Diploma or Bachelor's degree in Electronics Engineering or equivalent qualifications.
- Have at least 3 years of work experience in Electronic or Electrical Engineering laboratories.
- Knowledge of Embedded systems and programming.
- Working experience with industrial embedded platforms will be advantageous.

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- Experience with creating Risk assessments, Standard operating procedures, and maintenance of laboratory inventories.

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Advertised: 14 May 2025 Singapore Standard Time

Applications close: 13 Nov 2025 Singapore Standard Time

Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

Singapore