



Master Data Administrator

Electronics

Job type: Full-time, Permanent

Salary: HKD\$25,000 - \$35,000 per month (13months)

Location: Sha Tin, Hong Kong

Who We Are

With a rapidly growing product range of over 800 active units with each new product that we develop becoming more complex and customised for our industrial customers, we are now looking for an administrator to join us as a dedicated team member to look after our engineering data, BOM and product specifications.

At PMD, we're a group of passionate, creative, smart people all confident of our skills and experience, and everyone is happy to help out to get things done - we are a small team with big responsibilities!

We have a small, friendly, "start-up" culture, but we have the tools and expertise to deliver a solid, professional and reliable engineering service that even the largest engineering customers are pleased to work with. As a task-orientated working life, you are expected to deliver on your promises and get the job done, but you're free to organise your daily routine to accommodate your schedule with our flexi-time structure. On a 9am-6pm day, we have a +/-1 hr flexi-time to best suit yourself and we rarely have late nights or weekends.

We design, develop, source and integrate miniature motors and mechanisms into a variety of customer applications. such as industrial controllers, locks, medical products, and tools, for example. All our products are manufactured, in part or as a whole, by subcontracted manufacturers in South East Asia, with the majority in China. From sales to engineering to procurement, we rely on our dedicated "Internal system" to manage and maintain our business-critical and engineering-critical information as the "single point of truth" on which to base their daily decisions and guidance.

Responsibilities

- Ensuring the data in the BOM and ERP system accurately reflects status, specification and disposition across the different projects drawing from it
- Support the Product team, Engineering, Manufacturing Quality and other team functions with a deep knowledge of data / document management and control
- With input from the corresponding Departments, add, review, and update data in the system - product descriptions and specifications, BoMs, quality control limits, costs etc. - maintaining accurate and correct version / revision control
- Provide clear input to the teams on ECN / ECR / ECO plans and implementations, including affected batches and production status by relying on the information represented in the ERP
- Assist Procurement and Manufacturing teams for accurate BOM and component controls with batch / lot traceability records and yield loss
- Act as an advocate of Product Lifecycle Management best practices, methods, and processes

Information and data will be yours to collate, coordinate, and analyse to represent accurately both internally and externally. You will have a sharp eye for detail and a strong appreciation for data management.

Requirements

- Bachelor's degree and/or minimum 2 years' experience in Document/Configuration Control, preferably in a manufacturing environment
- Fluency in English is essential to work alongside our engineers in HK and overseas
- Demonstrable understanding of BOM hierarchy including technical drawings and tolerances and product release cycles
- Demonstrable skills in using SolidWorks for CAD solid modelling and drafting beneficial
- Solid fundamental computer skills as it's essential to everything we communicate
- Hong Kong citizen/resident or other immigration status with no restrictions for work in HK preferred

Employment Details and Benefits

- Full time, permanent, 5 day working week (Monday - Friday)
- 9:00am ~ 6:00pm day with 1 hr lunch
- Based in Shatin, Hong Kong office
- 14 days paid holiday, plus HK public holidays*, plus birthday off (*public holidays which fall on Sat are not rolled forward)
- Fully stocked refreshments in our kitchenette
- Group medical insurance benefit

- Flexible working hours (+/- 1 hr flexitime)
- Monthly company-wide incentive scheme

We want to hear from you!

If this sounds like an ideal job for you, then please get in touch by emailing us your resume and covering letter; we'd like to hear your story, and get to know you a bit before the interview.