



Project Engineer Intern for WEO Corporation Pte Ltd

The Project Engineer Intern will support new product introduction and engineering project activities, from prototype builds and testing to documentation and project coordination.

The role is suitable for students who are keen to gain practical exposure in engineering project work, manufacturing processes, product testing, and cross-functional coordination across WEO's regional teams.

Roles and Responsibilities:

1. Project Coordination Support

- Assist engineers in coordinating engineering and new product introduction project activities.
- Help track project timelines, action items, sample status, and follow-up items with internal teams.
- Support meeting preparation by consolidating updates, data, and project information.

2. Prototype, Testing & Engineering Support

- Assist in coordinating prototype builds, engineering samples, and basic qualification activities.
- Support basic testing, data collection, measurement recording, and result consolidation under guidance.
- Work with engineers to understand product specifications, process flows, assembly procedures, and testing requirements.

3. Manufacturing & Process Exposure

- Gain exposure to optical and mechanical assembly processes in a manufacturing environment.
- Assist in reviewing process information, production feedback, and improvement opportunities.
- Support coordination with production, quality, and engineering teams where required.

4. Documentation & Reporting

- Assist in maintaining engineering documents such as project trackers, test records, reports, and work instructions.
- Prepare simple summaries, charts, or presentation materials for internal project updates.
- Ensure project information is recorded clearly and updated in a timely manner.

5. Market & Business Support

- Assist in gathering basic market, customer, technology, or competitor information to support business and engineering discussions.
- Support preparation of simple presentation materials, research summaries, or internal reference documents.

6. Learning & Development

- Learn engineering project practices through coaching and day-to-day exposure to real project work.

- Seek guidance from experienced engineers and apply feedback to improve technical understanding and work quality.
- Demonstrate curiosity, responsibility, and willingness to learn in a fast-paced engineering environment.

Learning Outcomes & Objectives:**1. Engineering Project Exposure**

- **Objective:** Understand how engineering projects are planned, coordinated, monitored, and delivered in a manufacturing environment.
- **Outcome:** Gain practical experience in supporting project timelines, sample tracking, follow-ups, and cross-functional coordination.

2. Testing and Analysis Skills

- **Objective:** Learn how basic engineering tests, measurements, and data collection are carried out to support product and process evaluation.
- **Outcome:** Develop the ability to record test results clearly, organise data, and identify observations for engineer review.

3. Manufacturing and Process Understanding

- **Objective:** Gain exposure to product assembly, process flow, quality considerations, and production support activities.
- **Outcome:** Build a better understanding of how engineering decisions affect manufacturing readiness, quality, and project delivery.

4. Documentation and Communication

- **Objective:** Develop clear documentation and reporting habits through project records, simple reports, and internal updates.
- **Outcome:** Learn to communicate project information, findings, and follow-up items in a structured and professional manner.

5. Professional Growth

- **Objective:** Build confidence, curiosity, and workplace readiness through hands-on learning and mentorship.
- **Outcome:** Improve problem-solving, communication, ownership, and adaptability while gaining realistic exposure to an engineering career.

Requirements:

- Currently pursuing a Diploma or Degree in Engineering, Mechanical Engineering, Electrical and Electronic Engineering, Manufacturing Engineering, Project Management, or a related field.
- Keen interest in engineering, manufacturing, project coordination, product development, or technology-related work.
- Basic knowledge of Microsoft Office. Familiarity with CAD software such as SolidWorks or AutoCAD will be an advantage.
- Good attention to detail, willingness to learn, and ability to organise information clearly.
- Able to work both independently and with others in a team environment.
- Positive attitude, curiosity, and readiness to take on hands-on learning opportunities.