



Quality Assurance Engineer Intern for WEO Corporation Pte Ltd

Join us as a Quality Assurance (QA) Engineer intern, where you will work alongside experienced QA Engineers in supporting quality control procedures, inspections, testing, and documentation tasks. This role provides you with the opportunity to assist in various quality assurance activities, including data collection, analysis, and reporting, while gaining hands-on experience in the manufacturing and process optimization fields. You will be involved in improving quality processes, maintaining audit-ready documentation, and supporting both internal and external audits.

Roles and Responsibilities:

Quality Assurance Support:

- Collaborate with QA Engineers to perform incoming inspection for mechanical parts and lenses.
- Assist in reviewing technical drawings and managing drawing numbering.
- Support the preparation of inspection report templates and drawings.
- Document inspection results and issue certificates of conformance.
- Support investigations into non-conformance issues, including root cause analysis and corrective actions.
- Assist in tracking corrective actions and verifying closure status.
- Assist in incoming and in-process reject parts management, ensuring effective handling and resolution.
- Assist in NPI / First Article (FA) activities including drawing review and documentation.
- Support inspection activities and data comparison exercises.
- Assist in preparation and review of FA documentation.

Testing, Analysis, and Data Management:

- Assist in maintaining and updating the Data Quality Dashboard, ensuring that data is accurate and up to date.
- Assist in data collection and analysis to identify trends and areas for improvement in quality assurance processes.
- Work closely with cross-functional teams to ensure quality standards are met throughout the manufacturing process.

Collaboration and Coordination:

- Assist in Material Review Board (MRB) coordination with the Planning team and suppliers, addressing and resolving quality issues.
- Contribute to internal and supplier site audits, supporting efforts to maintain compliance with quality standards.
- Support the localization of mechanical engineering (ME) parts as part of the company's process improvement initiatives.

Documentation and Reporting:

- Maintain comprehensive records of inspections, tests, and quality assurance activities for internal and external audit purposes.
- Assist in preparing and presenting reports to communicate quality metrics, findings, and recommendations to stakeholders.
- Utilize statistical analysis tools to identify trends and patterns to drive continuous improvement initiatives.

Process Improvement and Compliance:

- Contribute to identifying opportunities for process improvements in quality assurance activities.
- Support the implementation of Lean principles and best practices to enhance operational efficiency and reduce waste through sustainability / ESG initiatives
- Apply QA/QC monitoring and measurement plans that adhere to regulatory standards and ensure total quality conformance.

Safety and Compliance:

- Adhere to all safety protocols and regulations to maintain a safe working environment.
- Assist in conducting risk assessments and implementing safety measures to prevent accidents and hazards.

Professional Development:

- Engage in learning opportunities to expand knowledge and skills in quality assurance, manufacturing, and process engineering.
- Seek guidance and mentorship from senior QA engineers to enhance industry knowledge and develop career growth strategies.

Collaboration and Communication:

- Collaborate effectively with cross-functional teams and stakeholders to ensure that quality standards are met and maintained.
- Communicate findings, issues, and solutions clearly through reports, presentations, and discussions.
- Foster a collaborative environment by actively participating in team meetings and quality improvement initiatives.

Learning Outcomes & Objectives:**Quality Assurance Practices:**

- **Objective:** Gain hands-on experience in quality assurance practices for mechanical parts, lenses, and manufacturing environments.
Outcome: Develop skills in conducting inspections, understanding technical drawings, and assisting in quality documentation and reporting.

Data Analysis and Reporting Skills:

- **Objective:** Learn to manage data quality dashboards and analyze manufacturing data for continuous improvement.
- **Outcome:** Acquire the ability to interpret data, identify trends, and communicate findings to inform decision-making and process optimization.

Process Optimization Skills:

- **Objective:** Support process improvement initiatives using Lean principles and other optimization methods.
- **Outcome:** Develop skills in workflow optimization and contribute to more efficient quality assurance operations.

Supplier Relationship and Coordination:

- **Objective:** Learn to manage and collaborate with suppliers to address quality issues and improve manufacturing processes.
- **Outcome:** Develop communication and coordination skills in working with suppliers and

internal teams to resolve non-conformance issues.

Regulatory Compliance Knowledge:

- **Objective:** Understand the importance of maintaining regulatory compliance in quality assurance processes.
- **Outcome:** Gain familiarity with QA/QC standards, certification processes, and compliance measures to ensure product quality and conformance.

Professional Development:

- **Objective:** Build a solid foundation in the quality assurance field, with a focus on mechanical parts, lens manufacturing, and process engineering.
- **Outcome:** Enhance your knowledge and skills, with mentorship from experienced professionals in the industry, to support future career growth.

Collaboration and Communication Skills:

- **Objective:** Strengthen teamwork and communication skills in a technical and collaborative environment.
- **Outcome:** Develop effective communication strategies for both internal and external interactions, facilitating smooth teamwork and quality improvement initiatives.

Requirements:

- Currently a final year student pursuing a degree in Mechanical Engineering, Manufacturing Engineering, Process Engineering, or a related field.
- 6-month availability.
- Strong analytical skills with the ability to collect, analyze, and interpret data.
- Proficiency in statistical analysis tools and techniques is an advantage.
- Excellent problem-solving skills, attention to detail, and communication skills.
- Proficiency in CAD/CAM software, Microsoft Office Suite, and data analysis tools.
- Ability to work independently and collaboratively in a team environment.
- Eagerness to learn, adapt, and contribute to meaningful projects.