

## Job Title: Project Support Engineer

### Responsibilities

#### Tender & Proposal Documentation

- Prepare accurate, clear, and comprehensive tender documents, technical proposals, and bidding submissions for logistics automation projects.
- Translate complex technical information, drawings, and specifications into well-written, professional English documentation.
- Ensure all proposal documents are consistent, polished, and meet high standards of clarity and quality.

#### Vendor Coordination & Documentation

- Research and consolidate technical specifications, lead times, pricing, and vendor information for inclusion in proposals.
- Integrate hardware and software component details into solution documentation and proposals.

#### Solution Design & Technical Drafting

- Translate client requirements into practical technical layouts and system designs.
- Prepare, update, and manage technical drawings, layouts, and system diagrams using AutoCAD for logistics automation projects.
- Maintain and organize all project-related technical documentation, drawings, and records.

#### General Responsibilities

- Coordinate with internal engineering, operations, and solution teams to gather accurate information for proposal documents.
- Support the continuous improvement and standardization of proposal templates and documentation processes.
- Keep proper records of all vendor data, technical specifications, and previous project documentation.

#### Requirements

- Bachelor's degree in Mechanical Engineering, Industrial Engineering, Data Science, or a related technical discipline.
- High proficiency in AutoCAD (essential).
- Strong command of MS Office Suite (Word, Excel, PowerPoint, Project).

- Excellent written and verbal communication skills in English and Chinese (Cantonese).
- Proficiency in Putonghua is required for coordination with regional stakeholders.
- Strong attention to detail with excellent organizational and documentation skills.
- Ability to produce clear, concise, and professional technical documentation.
- Proactive learner with a positive “can-do” attitude.

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