Job Description

General Guideline for creating Job Description:

The purposes of establishing Job description is to make sure responsibilities and authorities are defined in organization, so that personnel can totally be aware of the relevance and importance of their activities and how they contribute to the achievement of the quality objectives of organization.

On the other hand, Job description is very important because it is the basis or criteria to perform recruiting and training. Personnel performing work affecting product quality shall be competent on the basis of appropriate **education**, **training**, **skills** and **experience**. (This requirement is from 6.2.1 of TS16949) Recruiting is performed according to qualification requirements, such as skill and experience, if gap exists between requirements and actual situation, provide training or take other actions to satisfy these needs.

Words marked with red are notes or guideline. The content of Job description includes **Position; General Purpose of the position; Major Responsibility; Skills and Abilities/Qualification; Experience; Training**

Job Title: Product Engineer

JD No.:

Department: EPS PE

Level: N/A

Division / Location: Nexteer Automotive Korea

Category: Intern

Report To: Engineering Manager

Direct Reports: N/A

Major Responsibilities:

(Note: what responsibilities and authority this position performs in organization, especially responsibility affect product quality should be identified.)

- Manage customer engineering deliverables, including drawing releases, design change authorization documentation, customer engineering work order, and saleable part number tracking.
- Monitor and report development validation & production validation plan & report status, facilitating customer communication and supporting validation program execution.
- Provide regional engineering support for GM Korea (GMK) plant quality activities and vehicle-related quality or field issues in Korea.
- Coordinate engineering sample logistics, including packaging, shipment, receipt, and tracking to support development and validation activities.
- Support customer project execution by ensuring engineering documentation, testing status, and issue management activities are aligned with project milestones.
- Maintain effective communication between customers, engineering teams, and program stakeholders to support successful product launches and ongoing production programs.

Skills and Abilities/Qualification:

(Note: Determine the necessary competence for personnel on this position, e.g. what kind of applicable tools and techniques should be skilled in, Education background, language skill requirement, character and so on)

- Bachelor's degree of mechanical, Automotive Engineering, or equivalent.
- Demonstrated ability to lead technical discussions with OEM customers and to manage escalated technical and program issues.
- Ability to manage multiple priorities and drive issues to closure in a fast-paced, customer-facing environment.
- Proficient written and verbal communication skills in English.
- Proficient with Microsoft office tools (Excel, Word, PowerPoint, and Outlook).
- Knowledge of GD&T

Experience:

(Note: Determine necessary related working experience for personnel to be competent)

- Fundamental understanding of mechanical engineering, automotive development – Preferred
- Proficient in English, both written and verbal, with the ability to effectively communicate technical topics in a global, customer-facing environment. - Preferred
- Steering system or Chassis system Background – Preferred

Prepared by

Name: **Signature:**

Designation:

Date:

Approved by

Name: **Signature:**

Designation:

Date: