

## **Job Title:** Research and Development Specialist

**Reports To:** General Manager

### **General Summary:**

Responsibilities include creating engineering drawings and detailed specification sheets and creating and maintaining material bills of materials for new and existing products.. Must be proficient in Autocad and Excel. Engineering experience is a plus. Always consider safety, quality, cost, storage, and ship dates.

### **Essential Job Functions:**

- Utilize Autocad and Inventory engineering software to perform engineering tasks.
- Prepare engineering drawings and specifications for the construction of products
- Confer with engineers, customers, and vendors to discuss engineering projects
- Analyze customer needs, cost, and capacity to determine the feasibility of the project
- Provide technical support and instruction to staff and customers
- Verify that products comply with Underwriters Laboratory Requirements
- Works closely with R&D team and Customer Service in sample productions and new product development.

### **Knowledge, Skills, and Abilities:**

1. Working knowledge of Autodesk AutoCAD and Inventor software applications.
2. Minimum of Bachelor's Degree in Engineering
3. Bilingual in English and Chinese Language.
4. Advanced knowledge of Microsoft Applications (Word, Excel, Outlook)
5. Excellent written and verbal communication skills.
6. Excellent interpersonal skills.
7. Excellent planning, organizational, and time management skills.
8. Ability to manage multiple priorities, organizes, and meet deadlines.
9. Ability to respond and adapt well to changing demands of the position.
10. Ability to speak and read and follow directions.
11. Ability to work with a wide variety of people with different personalities and backgrounds.

Tracy Carter

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