

## Job Title (Company)

## Job Description

### Site Engineer

*(Reon Energy Limited)*

- Collaborate with the design team to review and understand solar project plans and specifications.
- Assist in the preparation of detailed engineering drawings and layouts for solar installations.
- Conduct site surveys to assess the feasibility of solar installations, considering factors like shading, orientation, and structural integrity.
- Oversee the on-site construction and installation of solar systems, ensuring adherence to engineering standards and safety protocols.
- Coordinate with subcontractors and construction teams to ensure timely completion of projects.
- Monitor and inspect the quality of work to ensure compliance with project specifications.
- Coordinate the procurement and delivery of materials and equipment required for solar installations.
- Manage resources efficiently to optimize project timelines and costs.
- Troubleshoot technical issues during the installation process and recommend solutions.
- Provide technical support to the installation team and address any challenges that may arise during the construction phase.
- Ensure that all solar installations comply with local building codes, regulations, and safety standards.
- Obtain necessary permits and approvals for the installation of solar systems.
- Maintain accurate and up-to-date records of project progress, including site reports, material usage, and any changes made during construction.
- Generate regular progress reports for management and stakeholders.
- Assist in the commissioning and testing of solar systems to ensure they are functioning correctly and efficiently.
- Conduct performance evaluations and data analysis of solar installations.
- Coordinate and perform routine maintenance activities on installed solar systems to ensure their optimal performance.
- Respond to and resolve any technical issues or faults reported by customers related to the solar installations.
- Ensure that HSE practices are followed at the site to maintain a safe working environment for all personnel.
- Implement safety measures to minimize potential risks and hazards associated with solar installations.
- Communicate with clients and address their concerns or inquiries related to the solar projects.
- Provide after-sales support and ensure customer satisfaction.

### Senior Supply Executive

*(Find My Adventure)*

- Identify and establish relationships with tour operators, hotels, transportation providers, and other suppliers.
- Negotiate contracts, pricing, and terms with suppliers to secure favorable agreements.
- Continuously evaluate supplier performance and maintain a database of approved vendors.
- Monitor and maintain the agency's inventory of tour packages, accommodations, and transportation options.
- Ensure that inventory levels are optimized to meet customer demand while minimizing costs.
- Implement inventory control measures to prevent overbooking or underutilization of resources.
- Conduct regular quality checks and inspections of suppliers to ensure that they meet the agency's standards.
- Address any quality issues or discrepancies promptly and work with suppliers to find solutions.
- Develop and implement cost-saving strategies while maintaining the quality of services.
- Analyse supplier invoices and negotiate favourable payment terms to optimize cash flow.
- Continuously research and identify new suppliers and destinations to expand the agency's offerings.
- Stay updated on industry trends and emerging travel destinations to remain competitive.
- Manage all supplier contracts, ensuring compliance with terms and conditions.
- Renew contracts as necessary and negotiate changes or improvements when needed.
- Coordinate the logistics of tours, including transportation, accommodations, and activities.
- Work closely with the operations team to ensure smooth execution of tour itineraries.
- Collaborate with the marketing and sales teams to develop unique and appealing tour packages.

- Collect and analyse customer feedback to make improvements and enhance the overall customer experience.
- Ensure that all aspects of the supply chain comply with relevant laws and regulations.
- Stay informed about changes in travel-related regulations and adjust processes accordingly.
- Generate regular reports on supplier performance, inventory status, and cost analysis.
- Use data and analytics to make informed decisions and identify areas for improvement.
- Supervise and mentor junior supply executives, providing guidance and support.
- Conduct training sessions to enhance the skills and knowledge of team members.
- Develop and implement contingency plans for unforeseen events that could disrupt the supply chain or affect tour operations.

## **Junior Research Engineer**

*(Disrupt Labs)*

- Formulate research objectives and strategies based on project goals and industry needs.
- Design experimental setups, methodologies, and simulations to investigate specific electrical engineering challenges.
- Conduct experiments and gather data using various electrical equipment and measurement instruments.
- Identify technical challenges within the field of electrical engineering and develop innovative solutions.
- Explore emerging technologies and techniques to address industry-specific problems.
- Utilize CAD (Computer-Aided Design) software for schematic design and PCB (Printed Circuit Board) layout.
- Collaborate with researchers and engineers from other disciplines, such as electronics, control systems, and materials science, to solve complex interdisciplinary problems.
- Communicate findings effectively with colleagues from diverse backgrounds.
- Maintain detailed records of experimental procedures, results, and observations.
- Prepare technical reports, research papers, and presentations for conferences, journals, and internal teams.
- Plan and manage research projects, including resource allocation, timelines, and milestones.
- Monitor project progress and adjust strategies as needed to ensure successful outcomes.
- Validate research results through repeated experiments and independent verification methods.
- Ensure the reliability and accuracy of findings before drawing conclusions.
- Adhere to ethical guidelines and safety standards for electrical engineering research, including compliance with human subjects and safety protocols.
- Implement safety measures to protect researchers and the research environment.
- Stay updated on the latest advancements in electrical engineering through literature review, attending conferences, and participating in professional development activities.
- Seek out training and courses to enhance technical skills and knowledge.