



旗滨光伏科技有限公司

KIBING SOLAR ENERGY TECHNOLOGIES PTE LTD

8 CLEANTECH LOOP, CLEANTECH 3 BLOCK B, #07-22, SINGAPORE 637145

www.kibinggroup.com

Job Title: Account Assistant/ Executive

Salary Range: \$ 2,500 - \$ 4,000

KEY JOB PURPOSE

The successful candidate will be part of our company and contribute to administrative and accounting activities. He/she will provide assistance to the corporate lab enabling the company and R&D staff to accomplish their R&D activities effectively and efficiently.

KEY RESPONSIBILITIES

The job scope includes:

- Manage full set of financial statements (Balance Sheets, P&L and cash flow) for two entities.
- Manage full set of account including vendor invoice processing, payment arrangements, journal entries, inter-company charges and GL maintenance
- Perform financial operations like checking of invoice, expense claim/reimbursement from employee
- Ensure accurate and timely monthly financial reporting, budgeting, forecasting and analysis.
- Fixed asset register, tracking and depreciation recordings
- Prepare prepayment, accrual and account payable list report
- Prepare yearly audit schedules
- Manage office supplies inventories
- Any Ad Hoc duties assign by management



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COMPETENCIES AND QUALIFICATION REQUIREMENTS

- Possess at least a Diploma in Finance/Accountancy/Banking or equivalent in the financial field.
- At least 1-2 years of account related working experience would be preferred.
- Fresh graduates with accounting related certifications are welcome to apply.
- Able to work under pressure and equip with good communication skills.
- Able to start immediately or at short notice is a plus.
- Required Skill(s): Strong in Microsoft Excel spreadsheet and formulas.
- Able to work independently, have a positive working attitude and self-motivated.
- Bilingual (English & Mandarin).

ABRIDGED VERSION OF JOB DESCRIPTION AND REQUIREMENTS

We are looking for a focused and highly motivated individual to contribute to a dynamic and growing team. This team focuses on the fabrication of large-area perovskite panels in our flagship project, working towards the development of world leading high-efficiency perovskite photovoltaics as well as the module integration.

We regret that only shortlisted candidates will be notified.



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Job Title: Admin Assistant / Executive

Salary Range: \$ 2,000 - \$ 2,800

KEY JOB PURPOSE

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KEY RESPONSIBILITIES

The job scope includes:

- Provide a wide range of administrative support tasks, including but not limited to managing calendars, scheduling meetings, handling correspondence, and maintaining filing systems.
- Maintain and update databases, records, and documents, ensuring accuracy and confidentiality.
- Act as a point of contact for internal and external stakeholders, answer phone calls, respond to emails, and coordinate communications within the department.
- Prepare, edit, and proofread various documents, reports, and presentations.
- Maintain office supplies, equipment, and ensure the workplace is organized and clean.
- Coordinate travel and accommodation arrangements for team members when necessary - Hotel Booking and flight ticket arrangements.
- Assist in the organization of meetings and calendar management, including preparing meeting agendas, taking minutes, and arranging logistics.



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- Handle the service and maintenance of office equipment, as well as serving as the primary point of contact for liaising with vendors and suppliers for repairs and maintenance.
- Any Ad Hoc duties assign by management.

COMPETENCIES AND QUALIFICATION REQUIREMENTS

- Diploma/Degree in Business Administrative / Human Resource Management or the equivalent
- Minimum 1-year work experience in administrative related field in a similar capacity would be preferred. Fresh graduates are welcome to apply.
- Possess positive working attitude, punctual, initiative and able to work productively under minimal supervision.
- Ability to be resourceful, tactful, and proactive in dealing with issues that may arise.
- Able to multi-task and highly adaptable
- Effective time management, accountable, responsible, and meticulous
- Possess a strong eye for details and understanding of systems/process flows.
- Able to work under pressure and equip with good communication skills.
- Able to start immediately or at short notice is a plus.
- Required Skill(s): Strong in Microsoft Office application and Bilingual (English & Mandarin)

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Job Title: Assistant Laser Ablation Engineer

Salary Range: \$ 2,800 - \$ 4,000

KEY RESPONSIBILITIES

You are required to ensure the smooth operation of his/her assigned process unit. Your primary responsibility will be to assist our research team in conducting experiments (including coating process) and providing technical support to advance the understanding and performance of the solar cell fabrication processes. You will work closely with researchers and process engineers to contribute to cutting-edge research in the field and help drive the development of next-generation photovoltaics.

The job scope includes:

- Able to work from 8.30am - 5.30pm / 2:30pm - 11:30pm / 9:00pm - 6.00am.
- Prepares substrates/precursors, loads samples, in charge of laser ablation process, and prepares material coating process for experimentation in time and quality
- Evaluates performance of process system.
- Interface with team members, understand their detailed plan and requirement.
- Monitor process and hardware performance.
- Records process conditions and experimental observations.
- Report data to the research team.
- Assist in laboratory and equipment maintenance.
- Perform routine shut down procedure, if needed.
- Ensure cleanliness of work area, upkeep equipment and assists in maintenance program and operating of equipment.

COMPETENCIES AND QUALIFICATION REQUIREMENTS

- Diploma or Bachelor's degree in materials science, chemistry, electrical engineering, chemical engineering, or a related field.



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- Enjoy hands-on duties daily (non-desk bound) which may include carrying items, walking, working etc.
- Capable to work in a clean laboratory environment daily
- No disciplinary issues history
- Self-disciplined, good team player
- Responsible and independent worker
- Reactive to malfunctions
- High self-motivated and effective team player with good communication skills
- Attentive to details
- Good written and verbal communication skills (both in Mandarin and English)
- Knowledge of safety protocols and practices in a laboratory setting.

ABRIDGED VERSION OF JOB DESCRIPTION AND REQUIREMENTS

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Job Title: Assistant Process Engineer

Salary Range: \$ 2,800 - \$ 4,500

KEY JOB PURPOSE

As an Assistant Process Engineer specializing in Perovskite Solar Cells, you will support and contribute to the research and development activities related to the design, fabrication, characterization, and optimization of perovskite-based solar cells. Your primary responsibility will be to assist the research team in conducting experiments, analyzing data, and providing technical support to advance the understanding and performance of perovskite solar cells. You will work closely with senior researchers, scientists, and engineers to contribute to cutting-edge research in the field and help drive the development of efficient and stable perovskite solar cells.

KEY RESPONSIBILITIES

The job scope includes:

- Assist in developing fabrication processes, material characterization and reliability testing of perovskite solar cells
- Assist in perovskite ink formulations for slot-die coating of large-area and uniform perovskite thin film with excellent optoelectronic properties.
- Optimizing laser scribing processes for perovskite modules
- Dedicated to the rapid development of highly efficiency perovskite solar cells and module integration
- Testing of new halide perovskite compositions
- Conceptualize and realize new device configurations with enhanced stability and efficiency
- Design and test solar cells in various sizes
- Report writing and results presentation
- Regular maintaining of research and study records



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- Work closely with internal colleagues in Singapore and China to work in company target.

COMPETENCIES AND QUALIFICATION REQUIREMENTS

- Bachelor's or Master's degree in materials science, chemistry, electrical engineering, chemical engineering, or a related field.
- Strong understanding of photovoltaic devices, semiconductor physics, and materials characterization techniques.
- Previous experience or coursework related to perovskite solar cells is highly desirable.
- Proficient in laboratory techniques, including material synthesis, device fabrication, and characterization (e.g., SEM, TEM, XRD, UV-Vis spectroscopy, impedance spectroscopy).
- Detail-oriented with excellent organizational and record-keeping skills.
- Ability to work both independently and collaboratively in a research team.
- Strong problem-solving skills and a passion for scientific inquiry.
- Good written and verbal communication skills (both in Mandarin and English), with the ability to present research findings effectively.
- Knowledge of safety protocols and practices in a laboratory setting.

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Job Title: HR Assistant / Executive

Salary Range: \$ 2,000 - \$ 2,800

KEY JOB PURPOSE

The successful candidate will be part of our company and contribute to administrative and HR activities. He/she will provide assistance to the corporate lab enabling the company and R&D staff to accomplish their R&D activities effectively and efficiently.

KEY RESPONSIBILITIES

The job scope includes:

- Handling company payment-related claims updates and reports.
- Maintain proper filing, correspondence, and records
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Organize and supervise other office activities (recycling, renovations, event planning, etc.)
- Familiar with local employment acts and good HR practices.
- Create, maintain, payroll processing & update personnel files for all employees.
- Maintains payroll processing systems, submission of CPF contributions, and records by calculating and inputting data.
- Manage work-pass and or related matters i.e application, renewal, cancellation, etc.



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- Recruitment process by posting advertisements, conducting interviews, and assessment of applicants
- Any Ad-Hoc duties assign by management.

COMPETENCIES AND QUALIFICATION REQUIREMENTS

- Diploma/Degree in Business Administrative / Human Resource Management or the equivalent
- Minimum 1-year work experience in administrative or Human Resource related field in a similar capacity would be preferred. Fresh graduates are welcome to apply.
- Possess positive working attitude, punctual, initiative and able to work productively under minimal supervision.
- Ability to be resourceful, tactful, and proactive in dealing with issues that may arise.
- Able to multi-task and highly adaptable.
- Effective time management, accountable, responsible, and meticulous
- Possess a strong eye for details and understanding of systems/process flows.
- Able to work under pressure and equip with good communication skills.
- Able to start immediately or at short notice is a plus.
- Required Skill(s): Strong in Microsoft Office application and Bilingual (English & Mandarin)

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Job Title: Junior Procurement

Salary Range: \$ 2,500 - \$ 3,000

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KEY RESPONSIBILITIES

The job scope includes:

- Sourcing for relevant and reliable suppliers.
- Liaison with suppliers for pricing, availability of stocks, delivery date and other inquiries.
- Request quotations from suppliers and to negotiate pricing, timeliness and payment terms.
- Ensure a good selection of supplies and suppliers.
- Manage good relationships with key suppliers to maintain quality of goods, timely delivery and compliance to terms of contracts.
- Ensure proper purchasing procedures are in place to facilitate efficient ordering and delivery.
- Raise and create purchase requisitions for procurement of goods and services.
- Documentation of supplier information, shipment to site matters, update the resource database and compilation of Purchase Orders, Delivery Orders and Tax Invoices.
- Monitor and prepare purchasing related reports.
- Review supplies received by doing quality check assurances to ensure no defects.
- Ensure that purchasing process is effectively implemented and maintained.
- Maintain inventory/stock levels.
- Handle all other purchasing administrative works
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COMPETENCIES AND QUALIFICATION REQUIREMENTS

- Candidate must possess at least a Secondary School/Professional Certificate/NITEC, Diploma, Advanced/Higher/Graduate Diploma/Degree, any field.
- At least 1 year(s) of working experience in the related field is required for this position.
- Preferably Junior Executives specializing in Purchasing/Inventory/Material /Administrative Support or equivalent.
- Good communication skills and able to communicate with suppliers and internal department well.
- Excellent negotiation skills for best material/equipment/service pricing and payment terms from suppliers.
- Be driven, responsible, organized, independent and able to handle stress well.
- Able to learn fast, high attention to detail, and able to multi-task
- Basic Skills required: Proficient in Microsoft Office applications and multilingual skills (English & Mandarin)
- Able to work under pressure and minimum supervision.
- Possess positive working attitude, punctual, initiative, able to work productively, work under pressure and minimal supervision.
- Able to start immediately or at short notice is a plus.

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Job Title: Laboratories Assistant

Salary Range: \$ 2,500 - \$ 3,000

KEY JOB PURPOSE

We are seeking a meticulous and proactive Laboratories Assistant to join our dynamic team. In this role, you will primarily focus on assisting with laboratory operations and procurement activities to support our solar energy research and development efforts.

KEY RESPONSIBILITIES

The job scope includes:

- Support laboratory operations by maintaining cleanliness, organization, and functionality of laboratory equipment and workspaces.
- Assist in conducting experiments, tests, and analyses under the supervision of laboratory staff.
- Procure laboratory supplies, equipment, and materials in accordance with project requirements and budgetary guidelines.
- Coordinate with vendors and suppliers to obtain competitive pricing and ensure timely delivery of procurement orders.
- Maintain accurate records of inventory levels, procurement transactions, and supplier information using designated software or systems.
- Assist in the development and implementation of procurement strategies to optimize cost-effectiveness and efficiency.
- Collaborate with laboratory personnel and project teams to identify procurement needs and recommend suitable products or solutions.
- Monitor and track the usage of laboratory consumables to prevent stockouts and minimize wastage.
- Adhere to safety protocols and guidelines while handling hazardous materials and operating laboratory equipment.
- Assist in other laboratory-related tasks and projects as assigned by supervisors or management



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Job Title: Sales Assistant / Executive

Salary Range: \$ 2,500 - \$ 3,500

KEY RESPONSIBILITIES

The job scope includes:

- Attend to daily customers' queries in store and on the phone
- Prepare related sales document to customers.
- Site Visit for quotation preparation.
- On-site measurement is required.
- Job planning and duty allocation for daily operation.
- Follow-up diligently with customer requirements, payment & daily report
- Strong orientation towards providing excellent customer service
- Apply good selling skills and demonstrate knowledge of products and services to customers
- Conduct process related evaluation such as site measurement, technical drawing, data collection etc.
- Developing marketing strategies with action plans to penetrate new markets to achieve sales target
- Decisive player in building strong relationships with associates and clients.
- Reporting to Superintendent
- Contribute to assigned Sales Target
- Coordinate with other team members and departments to optimize the sales effort
- Any Ad-Hoc duties assign by management.



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COMPETENCIES AND QUALIFICATION REQUIREMENTS

- Candidate must possess at least O-Level equivalent.
- At least 2 years of Sales experience (civil engineer related), preferably in Glass Industry. Fresh graduates are welcome to apply.
- Possess a good knowledge and understanding of glass glazier service
- Able to read technical drawing and specification
- Proficient in Microsoft Office applications
- Good communications and interpersonal skills
- Basic multilingual skills (English & Mandarin) to engage customers
- High attention to detail, able to multi-task and highly adaptable.
- Able to work under pressure and minimum supervision.
- Able to start immediately or at short notice is a plus.
- Possess positive working attitude, punctual, initiative and able to work productively under minimal supervision.
- Ability to be resourceful, tactful, and proactive in dealing with issues that may arise.

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Job Title: Sales Coordinator

Salary Range: \$ 2,500 - \$ 4,000

KEY RESPONSIBILITIES

The job scope includes:

- Coordinate sales team by managing schedules, filing important documents and communicating relevant information.
- Helping the sales team to improve their productivity by contacting customers to arrange appointments and ensuring all Sales Representatives have high-quality, up-to-date support material.
- Handling urgent calls, emails, and messages when sales representatives are unavailable, answering customer queries, informing them of delays, arranging delivery dates, and scheduling marketing events.
- Handling orders by phone, email, or mail and checking the orders have the correct prices, discounts, and product numbers.
- Respond to complaints from customers and give after-sales support when requested.
- Inputting orders, ensuring they are processed according to customer requirements, and ensuring all orders are accurate and delivered on time.
- Collaborating with other departments to ensure sales, marketing, queries, and deliveries are handled efficiently.
- Developing and maintaining filing systems so as to maintain sales records, prepare reports, and provide financial information to the finance department.
- Making the company's products and services as attractive to potential customers as possible.
- Ensure the inventory of custom sales presentation materials such as brochures and presentation folders is always up to date.
- Support senior management by completing orders and keeping customers informed of delays and delivery dates.
- Attend essential sales training meetings and develop an understanding of all the company's services and products.
- Collaborate with senior sales staff in weekly meetings by creating and maintaining month-end sales reports.



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- Typing business letters, memorandums, standard operation forms, reports and other correspondence in an accurate and timely manner as directed.
- Creates new and innovative ideas to sell products.
- Ensuring adherence to laws, regulations, and policies.
- Any Ad-Hoc duties assign by management.

COMPETENCIES AND QUALIFICATION REQUIREMENTS

- Diploma/Degree in Diploma in any field.
- Minimum Minimum 1 year in marketing documentation / administration work. Fresh graduates are welcome to apply.
- Possess positive working attitude, punctual, initiative and able to work productively under minimal supervision.
- Ability to be resourceful, tactful, and proactive in dealing with issues that may arise.
- Able to multi-task and highly adaptable.
- Effective time management, accountable, responsible, and meticulous
- Possess a strong eye for details and understanding of systems/process flows.
- Able to work under pressure and equip with good communication skills.
- Able to start immediately or at short notice is a plus.
- Required Skill(s): Strong in Microsoft Office application and Bilingual (English & Mandarin)

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