Sulzer Chemtech, a division of Sulzer Ltd, has leading positions in the fields of process technology, separation towers, as well as two-component mixing and dispensing systems. With locations for sales, engineering, production as well as installation and maintenance service, Sulzer Chemtech maintains a worldwide presence for its clients in the oil and gas, hydrocarbon processing and other industrial markets.

We are looking for YOU to strengthen our Finance team:

**Accounts Assistant**

**Job Responsibilities:**

Reporting to the Finance Manager:
- Support in General Ledger Controlling and Accounts Payable function.
- Ensure completeness and correctness of Domestic Accounts Payable
- Monthly Reporting of Schedules for CHART
- Support in Statutory Audit, Internal Audit for Accounts Payable
- Controlling for General Ledger accounts, Scrutiny of accounts on regular intervals
- Monthly Provision Accounting and analysis
- Invoice Booking, Employee Claims, Corporate Card Claims

**Job Requirements**

- Diploma holder in Accounting or relevant discipline
- Minimum 2 years of hands-on experience in SAP ERP
- Good interpersonal and communication skills
- Able to work independently and a team player under datelines

If you are who we are looking for, dynamic, resourceful and able to perform under pressure, come join us now! Email your detailed resume (attached with your recent photo) stating your availability date, last drawn and expected salary to recruitment-sg3.ctsg@sulzer.com

**Other Information**

- Full-time, permanent position
- 5 days work week (Mon – Fri), Flexible working hours
- Attractive Variable Performance Bonus, Healthy Lifestyle Allowance, Personal Enrichment Allowance, etc.
- Free shuttle bus available from Pioneer MRT and to Joo Koon MRT

.............................................................  We meet high standards!
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We are looking for YOU to strengthen our Mass Transfer Technology group:

### Applications and Sales Engineer

**Our offer**
A challenging and diversified job in international atmosphere with various career options. You profit from a systematic introduction into your new function and a well-positioned product portfolio with all advantages of a market leader position.

**Job Responsibilities**

- Prepare technical proposals and commercial tenders
- Interface with customers and monitor progress of projects
- Co-ordinate projects with head office, regional offices and agents
- Prepare and co-ordinate all proposal activities with Regional Offices and Local Headquarters
- Carry out tender reviews and order reviews
- Handle technical clarification for all proposals. Work as an integral part (with technology, engineering, production) in developing proposals, pricing strategies and customer presentations
- Prepare price calculation and tender documentation
- Ensure that the specifications offered to the customer are within the capability and capacity of the company
- Ensure that the customers’ requirements are adequately conveyed and reflected in engineering, manufacturing and installation
- Follow-up projects monthly and update MIS daily
- Undertake sales and marketing of Sulzer Chemtech products and services throughout Asia Pacific region
- Control all correspondences and documentation relating to project. Co-ordinate and utilize inter-department resources where necessary.
- Ensure that all technical and commercial specifications are received, clarified and agreed with customer at order stage.
- Prepare complete project and engineering files
- Arrange project handover meeting with Project Management and Engineering for larger projects and non-standard projects.
- Assist Project Management and Engineering in project execution
- Initiate Customer Complaint Reports to ensure that with complaints are properly and efficiently dealt with
- Feedback information to customers on quality improvements on product and changes, as and when necessary
**Job Requirements**

- Degree in Chemical Engineering with 3 years of sales and customer services experience preferably in Chemical & Petrochemical / Oil & Gas industry.
- Ability to interpret customer requirements and to design separations equipment and processes.
- Flexible, ability to manage multiple priorities in a fast-paced environment.
- Good interpersonal, communication and presentation skill with influencing capabilities

If you are who we are looking for, dynamic, resourceful and able to perform under pressure, come join us now! Email your detailed resume (attached with your recent photo) stating your availability date, last drawn and expected salary to recruitment-sg2.ctsg@sulzer.com

**Other Information**

- Full-time, permanent position
- 5 days work week (Mon – Fri), Flexible working hours
- Attractive Variable Performance Bonus, Healthy Lifestyle Allowance, Personal Enrichment Allowance, etc.
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