

MAINTENANCE MANAGER

RESPONSIBILITIES:

- Develop maintenance procedures and ensure implementation
- Carry out inspections of the facilities to identify and resolve issues
- Check electrical and hydraulic systems of buildings to ensure functionality
- Plan and oversee all repair and installation activities
- Monitor equipment inventory and place orders when necessary
- Monitor expenses and control the budget for maintenance
- Manage relationships with contractors and service providers
- Keep maintenance logs and report on daily activities
- Ensure health and safety policies are complied with
- Provide full support and cooperate to other department in factory Maintenance problems
- To supervise all down line and ensure they work according to the plan and achieve the target that has been set.
- To ensure the company facilities are well-cared for and adequate to support the company's business operations.

Requirements:

- Bachelor's degree / Diploma in Mechanical Engineering or related field
- Proven experience as maintenance manager or other managerial role.
- Minimum 7 years working experience in related field.
- Experience in planning maintenance operations
- Solid understanding of technical aspects of plumbing, carpentry, electrical systems etc.
- Working knowledge of facilities machines and equipment
- Ability to keep track of and report on activity
- Excellent communication and interpersonal skills
- Outstanding organizational and leadership abilities