

Maintenance Manager

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Company: TalentViet

Location: Vietnam

Category: other-general

Job Description :

Job Summary •Closely coordinate with maintenance supervisor to maintain continual & efficient operations of equipment and grounds by good preventive, predictive maintenance planning and scheduling. •Coordinate with Production and Production Planning for scheduled downtime of equipment for preventative maintenance works. •Develop cost and time of estimates of planned maintenance work for each month. •Work closely with MRO purchasing to ensure that all parts, and components are on hand for planned preventative maintenance works and day to day inventory. **Essential Duties& Responsibilities**•Maintain a clear weekly, monthly, and annual preventative maintenance plan. •Coordinate with department head and maintenance supervisor to develop and execute PM plan, PM of all equipment, Work out main equipment spare parts needed to stock for machine PM. •Coordinating with maintenance supervisor to schedule man power and resources for the most effective production and maintenance outcomes. •Responsible for up-keep and accuracy of equipment maintenance history and job record data base. •Coordinate with maintenance supervisor to assist in the development of troubleshooting guidelines and SOP for all of equipment. •Translation of equipment SOP's from manufacturer into Vietnamese and English. •Assist in Auto Cad drawings of equipment layouts, and simple designs of carts, tables, etc. for in factory uses. •Developing and maintaining accurate downtime records for each factories equipment. •Performs other related jobs as assigned by Supervisor/ Dept Head. **Job Requirement** **Education** •University graduate in engineering of electrical or mechanical required •English communication (speaking and writing is a must) •Female preferable

Experience 3 years of experience in maintenance planning for foreign owned organization required. •Basic operations of maintenance and facilities department. •Good understanding of Autocad software in factory and equipment layouts. •Planning and forecasting for maintenance and facilities related projects.

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