

**MAINTENANCE EXECUTIVE**

**DEPARTMENT:** PRODUCTION

**REPORTS TO:** Purchasing Manager

**BASE:** Vietnam – Singapore 1 Factory (transport by shuttle bus)

## MAIN RESPONSIBILITIES

* Be responsible for the technical management, supervision and control of industrial maintenance processes of the WUVL factory
* Identify and resolve technical process problems related to materials, tooling and equipment capabilities
* Monitor, supervise, and maintain utility system, office, building...
* Ensure a safe working area for Maintenance personnel and that safety standards are met in accordance with company policy, Vietnamese regulations.
* Coordinate the daily and weekly operation of the Maintenance Department
* Work closely with the Maintenance Supervisors to ensure daily and weekly tasks are completed in a safe and efficient manner
* Works closely with other department (Production, QC, HR & Admin) in order to ensure that tasks are completed
* Understand maintenance cost and promote cost effective solutions
* Assist Production Manager in developing short to mid-term maintenance plans, ensures the highest planned work compliance
* Understand the knowledge, skills, and abilities of each maintenance employee in order to select, train, and provide guidance and inspiration through leadership and teamwork to ensure empowered work teams
* Review deficiencies noted during corrective maintenance, properly channel these issues toward execution
* Consult with Maintenance Supervisors and Operator on technical problems
* Ensure proper tool availability in order to improve the maintenance efficiency
* Other tasks will be assigned by Manager

### **JOB REQUIREMENTS**

* Bachelor degree or above in Mechanical/ Electrical Engineering
* At least 03 years of experience in similar position as Assistant Manager or superior
* Having worked in manufacturing factories is an advantage
* Computer literacy and knowledge of Maintenance systems
* Able to communicate in English
* Good leadership and problem solving skills
* Proactive can-do attitude and willingness towards extra-hour work and callouts
* Demonstrate strong work ethics with high integrity and honesty