

JOB DESCRIPTION

Job Title	Engineering & Maintenance Manager
Department	Engineering & Maintenance Department
Position Type	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Reduced <input type="checkbox"/>
Reports to	Head Of Operations

JOB PURPOSE

The Engineering & Maintenance Manager shall manage the Maintenance and Engineering department (E&M) and ensure that all relevant practices are in accordance with the business requirements. The Manager's main responsibility is to efficiently utilize the assigned resources to ensure that all machinery, equipment, and plant services are properly deployed and maintained in accordance with GMP, legislations, quality and productivity standards.

DUTIES AND RESPONSIBILITIES

1. Lead, manage and develop the M&E department in accordance with business requirements.
2. Oversee recruitment, coach, train and motivate staff.
3. Monitor and conduct periodic employee performance reviews.
4. Develop and implement maintenance procedures, preventive schedules, and plans.
5. Provide timely direction on maintenance issues to minimize downtimes.
6. Ensure machinery and equipment is properly maintained in accordance with GMP & legislations.
7. Coordinate with department Managers to ensure business goals are reached.
8. Develop and implement continuous improvement initiatives.
9. Ensure assigned staff are properly trained.
10. Resolve internal & external stakeholder conflicts.
11. Be hands-on in maintenance and engineering aspects as required to fulfil business needs.
12. Oversee the collection of relevant data pertaining to M&E (intervention logs, E&M activity, etc.)
13. Ensure health, safety and environment regulations and complied with.
14. Liaise and manage external stakeholders (suppliers, contractors, insurers, etc) on E&M matters.

15. Lead new machinery projects from drawing up specification to commissioning.
16. Setup KPIs for areas of responsibility in alignment with company goals.
17. Create annual maintenance budget proposal and manage its implementation once approved.
18. Research, identify and propose business improvement opportunities.
19. Prepare reports and presentations relevant to areas of responsibility.
20. Support and implement other specific projects assigned.

QUALIFICATIONS, EXPERIENCE, AND SKILLS

1. Must be in possession of a warrant in engineering.
2. Minimum of 3 years' recent technical managerial experience.
3. Experience in planning maintenance operations.
4. Working knowledge of plant facilities, machines, and equipment.
5. Budgeting, planning and strategy skills.
6. Proven technical problem-solving abilities.
7. Strong decision-making ability.
8. Ability to motivate, lead employees, and hold them accountable.
9. Excellent communication, collaboration, and delegation skills.
10. Computer literate.
11. Proactive nature.

All submissions will be reviewed in line with the company's recruitment and equal opportunity policies