



MERDEKA
COPPER GOLD



MERDEKA
BATTERY
MATERIALS



MERDEKA TSINGSHAN
INDONESIA

JOB VACANCY

We're Hiring

Site Location:

**Morowali,
Central Sulawesi,
Indonesia**



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ABOUT THE JOB, ADMIN MAINTENANCE OFFICER

Admin Maintenance Officer is a position that is responsible for managing documentation, planning and scheduling maintenance, booking and procurement activities to support maintenance activities, being capable of carrying out inventory management used in maintenance, being able to coordinate with the internal maintenance team and external parties related to all activities related to maintenance, and having the ability to periodically report maintenance activities, analyze data, and provide insight to management on efficiency.

THE KEY DUTIES AND RESPONSIBILITIES OF THIS POSITION ARE ABLE TO:

- Manage Documentation
 - Conduct the management and maintenance of documents related to maintenance activities, such as maintenance schedules, repair records, and equipment inventories.
 - Regularly store and archive documents to ensure easy availability and accessibility.
- Planning and Scheduling
 - Assist in planning and scheduling maintenance activities, including routine maintenance, repairs, and inspections.
 - Coordinate schedules with the maintenance team and related departments to ensure proper resource availability.
 - Helps in planning and scheduling shifts and rosters of employees.
- Procurement
 - Handles the ordering process of spare parts, equipment, and materials required for maintenance activities.
 - Coordinate with the supplier or vendor to get the best price and ensure timely delivery.



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THE KEY DUTIES AND RESPONSIBILITIES OF THIS POSITION ARE ABLE TO:

- Coordination with the Maintenance Team
 - Communicate effectively with the maintenance team to support their activities.
 - Inform the associated team of the timetable of maintenance, maintenance, or repairs and ensure that tasks are completed in accordance with the specified schedule.
- Reporting and Analysis
 - Create periodic reports on maintenance activities, including records of repairs, repair times, and costs involved.
 - Analyzes data and provides insight to management on the efficiency and effectiveness of maintenance activities.
- Inventory Management
 - Control and monitor the inventory of equipment, spare parts, and materials used in maintenance.
 - Conduct inventory recording and stock updating, and identify the need for replacement or addition.

THE KEY DUTIES AND RESPONSIBILITIES OF THIS POSITION ARE ABLE TO:

- Coordination with the External
 - Connect with a supplier, vendor, or contractor associated with maintenance.
 - Coordinate schedules of visits, repairs, or services with external parties and ensure compliance with contractual agreements.
- Hygiene and safety
 - Ensure a clean, secure, and organized work environment.
 - Follow the hygiene and safety procedures established by the company.

THE BACKGROUND, EDUCATION AND WORK EXPERIENCE NEEDED TO SUCCEED IN THIS JOB ARE:

ADMIN MAINTENANCE OFFICER

Co : ADM-MTC

- Minimum education: diploma or equivalent.
- Work experience in a maintenance administration or related position is an added value.
- Basic knowledge of equipment maintenance and operation.
- Able to operate computers and use office software such as Ms. Office, Outlook, CMS, Power BI and others.
- Good communication skills and can work together in a team.
- Language and English skills at a professional level are an added value.
- Being careful, neat, and having good organizational skills.
- Good analytical skills to collect and analyze maintenance data.



Scan The Barcode



***SCAN THE BARCODE TO
APPLY THIS JOB.***

BEWARE OF FRAUD!

PT MTI ADVISES ALL CANDIDATE TO BE CAREFUL OF ALL FORMS OF RECRUITMENT INFORMATION THAT COVER PT MERDEKA TSINGSHAN INDONESIA & OUR RECRUITMENT PROCESS DON'T CHARGE ANY FEES

FOR FURTHER INFORMATION OR CLARIFICATION OF JOB VACANCY AT PT MTI, PLEASE CONTACT US VIA EMAIL AT naya.amalia@merdekabattery.com