

WE ARE HIRING !

JOIN OUR TEAM

Junior Service Coordinator (Mechanical)

The United Basalt Products Limited is seeking to recruit an assiduous **Junior Service Coordinator (Mechanical)** for its Engineering Department located at Geoffroy Road, Bambous.

KEY RESPONSIBILITIES

Engineering and Design:

- Carry out Surveys and Studies
- Perform Engineering Design, Calculations and Drawings (Equipment, Structural, Layout, Process, etc)
- Perform Technical Drawings, Layouts & BOQ
- Prepare Methodologies, Technical Analysis, Reporting, Documentations, and Recommendations
- To be the Technical and R&D Support
- Any Associated Cognate Duties

Works and Project Management:

- Analysis and Proposal of Recommendations based on Work's/Client's Needs
- Preparation of Works Scope, Budget, and Schedule/Planning
- Lead and Manage of Teams and Resources to ensure Works (Projects, Repairs, Troubleshootings, etc) are being done with Scope, Time Frame and Costs
- Planning (Macro, Micro and Daily), assign, coordinate, track and supervise Resources and Logistics for Projects, Breakdown, Preventive Maintenance, and Repair Works, and Updates on Progress/Status
- Motivate and coach team to ensure engagement, discipline, and productivity among Workshop Teams
- Set tasks, action plans and objectives to team
- QC to be done properly to achieve products reliability
- Open, Monitor and Closing of Jobs on ERP
- Ensure Health & Safety Procedures are being followed according to Norms and Regulations
- Toolbox Talk for H&S Procedures prior/during works
- Setup Housekeeping Rules and Ensure following of same (Incl. Tools/Equipment)
- Organize and Set Meetings with Team, and Internal/External Stakeholders
- Any Associated Cognate Duties

Administrative Works:

- Analysis and Post-Mortem Reports of Works Done (Incl. Debrief Meetings)
- Opening of Jobs
- Closing of Jobs once completed (To ensure closing being done promptly and in a timely manner)
- Follow-up of Works
- Follow-up and Coordination of Purchases at Hardware Stores
- Store Issues, Follow-up and Returns of Materials/Consumables to/from UBP Supply Chain
- Monitor presence and overtime of personnel
- Any Associated Cognate Duties

CANDIDATE PROFILE

- Degree in Mechanical or Mechatronics Engineering and/or any relevant equivalent qualification
- At least 1 to 3 years of experience in a similar post
- Proficiency in AutoCAD and Microsoft Office tools
- Sound knowledge of mechanical and structural steels design
- Excellent verbal and written communication skills, both in English and French
- Ability to work in a team environment
- Flexibility, 'Can Do' Attitude and detail-conscious
- Holder of a valid driving license

REMUNERATION AND BENEFITS



Attractive remuneration package



Continuous Development



Career Opportunities



24hrs Personal accident



Welfare activities

Interested candidates are requested to send their applications and relevant documents on hvacancy@ubpgroup.com before **28th May 2024**.

Management reserves the right to call only the best candidates for interview and not to make any appointment following this advertisement.