

WE ARE HIRING !

JOIN OUR TEAM

Service Coordinator (Engineering Department – Machinery Section)



The United Basalt Products Limited is seeking to recruit an assiduous **Service Coordinator** for its Engineering Department (Machinery).

KEY RESPONSIBILITIES

Engineering and Design:

- Carry out Surveys and Studies
- Perform Mechanical, Hydraulics and Pneumatics Systems Design as and when required
- Perform Technical Analysis, Reporting, Documentations and Recommendations
- Preparing Works/Project Methodologies
- Research and Development on Engineering Solutions and Methodologies
- Provide Technical Inspection and Assistance
- Problem solving through Root-Cause Analysis, and provide recommendation for short and long term solutions
- Prepare and Present Technical Workshops for Team Training

Works Management and Supervision:

- Analysis and Proposal of Recommendations based on Work's/Client's Needs
- Attend to Intervention to Implementation, Troubleshooting and Repair Works on Mechanical, Hydraulic and Pneumatics Systems
- Preparation of Works Scope, Budget, and Schedule/Planning
- Lead, Manage and Planning of Teams and Resources to ensure Works are being done with Scope, Time Frame and Costs
- Planning (Macro and Micro), assign, coordinate and supervise Resources and Logistics for Projects, Troubleshooting, Breakdown, Preventive Maintenance, and Repair Works
- Ensure Health & Safety Procedures are being followed according to Norms and Regulations
- Toolbox Talk for H&S Procedures prior/during works
- Organize and Set Kick-off, Progress and any other Meetings with Team, Internal/External Stakeholders, and Contractors, when required
- Ensure Fair and Smooth Operations of Department's Activities
- Any Associated Cognate Duties

Administrative Works and Leadership:

- Ability to motivate and coach team to ensure engagement, discipline, and productivity among Workshop Teams
- Open, Monitor and Closing of Jobs on ERP, including Process and Follow up of Invoices and Claims
- Job Costing Analysis and Post-Mortem Reports
- Ensure and Track for Proper Workshop Tools/Equipment Maintenance and Repairs (Progress and Cost Tracking)
- Daily Checks on Job and Resource Allocations and Posting (including preparation of Overtime List)
- Closing of Jobs once completed (To ensure closing being done promptly and in a timely manner)
- Follow-up and Coordination of Purchases at Hardware Stores
- Store Issues, Follow-up and Returns of Materials/Consumables to/from UBP Supply Chain
- Ensure availability and re-order level of parts at our Supply Chain End

- Setup Housekeeping Rules and Ensure following of same in Workshop(s) and Site(s) after works (Incl. Tools/Equipment)
- Conduct Inventory and Follow-up of Tools and Materials Utilisation (Materials, Steel, PPE, etc)
- Design, upgrade, improve and implement operating processes, procedures and checklists (Operation Process, QC Plan, etc)
- RFQ to Contractors and Suppliers
- Process Purchase Requests and Ensure Orders are being made
- Check and approval of Daily Timesheet(s) of Subcontractors
- Monitor workers presence and punctuality, and take necessary corrective actions when required
- Any Associated Cognate Duties

CANDIDATE PROFILE

- Degree in Mechanical or Mechatronics Engineering or Diploma in Electro-mechanics, and/or any relevant equivalent qualification
- At least 5 years of experience in a similar post
- Proficiency in ERP Tools
- Proficiency in Microsoft Office tools
- Sound knowledge of mechanical design
- Sound knowledge of hydraulics and pneumatics design
- Skills in AutoCAD will be an advantage
- 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 licence

REMUNERATION AND BENEFITS



Attractive remuneration package



Continuous Development



Career Opportunities



24hrs Personal accident



Welfare activities



Company kindergarten



Medical & Pension Scheme

Interested candidates are requested to send their applications and relevant documents via hvacancy@ubpgroup.com before **25th April 2024**.

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