



## PR/157956 | COMPUTER MANUFACTURING MAINTENANCE SYSTEM (CMMS)ADMINISTRATOR

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1505221

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

December 3rd, 2024 08:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### JOB DESCRIPTION

1. Measure and publish facility's KPI metrics to the management team; interpret data, troubleshoot process, and make recommendations based on findings.
2. Maintain accuracy of asset recorded by regularly collecting and inputting information.
3. Support management in the scheduling and assigning of work. Manage work orders in the system, ensure proper creation, planning, update, and closure of work orders.
4. Create and or Generate Requisitions, POs, and Invoices
5. Works with corporate to roll out new functionality, Preventive Maintenance (PM) procedures and scheduling, and reports.

6. Provides software application trainings to end users.

#### JOB REQUIREMENT

1. Degree or diploma in Business Administration, Information System, Engineering, or related fields.
2. 2+ years working experience with enterprise software preferable in maintenance management system and understanding of standard maintenance work process. .
3. Good experience in using Word, Excel, and Power Point.
4. 2+ years data analysis experience in the facilities maintenance program.

Interested candidate can call or wassup , 01136912503 ( Mohamed Lan ) , for further inquiries . Can email updated resume to mohamed.lan@jac-recruitment.com

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#### Company Description