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

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1508938

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
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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

Company Description