



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

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1512314

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

December 24th, 2024 10:33

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