



Maintenance Executive

RESPONSIBILITIES:

1. Maintain all equipment's & Machinery in good running condition.
2. Maintenance of equipment, machinery, welding set, overhead crane, forklifts and mobile crane.
Housekeeping.
3. Prepare schedule Preventive-Maintenance Log Book for Welding machine, machinery, and air-compressor.
4. Housekeeping, Upkeep of stocks. Welding electrodes & accessories, consumables & gases.
5. To ensure smooth flow of production, liaising with Electrician, Safety Officer, Sub Contractor and contractor's supervisor.
6. The above job description is by no mean exhaustive. Additional responsibilities may be given to you as and when it is deemed necessary.

EXPERIENCE / SKILLS REQUIRED:

1. Possess a least a Bachelor's Degree.
2. Knowledge of computer skill in Microsoft Word and Excel.
3. Understand technical drawings.