



Position Summary

“TATA PAKISTAN – JOB OPPORTUNITY” Associate Manager-Maintenance.

Functions / Tasks

1. Plan and implement long term and short-term preventive maintenance schedule.
2. Plan and monitor the spare parts consumption. Develop / prepare annual parts/ store budget and monitor the budget on daily basis.
3. Coordinate with stores and procurement department for spare parts arrangements.
4. Monitor and ensure daily maintenance activities of all departments including before and After Over hauling of machines.
5. Ensure checking of all of incoming parts are as per requirement.
6. Maintain all the records of maintenance and build the comprehensive data for changeable items like gears, pulleys and other items of high value or criticalness.
7. Monitor the performance of machines and physical status of critical parts and take actions on the basis of data developed during monitoring activities of maintenance.
8. Develop a maintenance information system in coordination with concerned department and implement the same. Provide feedback to General Manager about the maintenance status and machine performance.
9. Maintain complete list of installed items machine wise on computer.
10. Implement and ensure compliance to any maintenance related to computer software that may be installed in future.
11. Perform human resources function related to performance appraisal, training needs assessment and personal development of sub ordinates
12. Ensure personal professional and development growth

Interested candidates send their resumes at careers@tatapakistan.com