**JOB VACANCY: MAINTENANCE HEAD – PELASGIA CITY**

**INDEVCO Group in Greece** [www.indevcogroup.com](http://www.indevcogroup.com) is looking for a **Maintenance Head** for one of its companies in **Pelasgia city** in order to handle the preventive maintenance, condition monitoring as well as repairs for the Box Plant, Boiler Operation and all Vehicles.

To be responsible for ensuring efficient control of spare parts store in terms of inventory and spare parts cost.

**Job Requirements:**

- Bachelor degree in electrical or mechanical engineering

- Fire Safety certified

- 5 years of experience in maintenance functional area

- Previous experience in corrugated industry is a plus

**Duties:**

- Distribute tasks to team & ensure proper staffing

- Set the plan for preventive maintenance, condition monitoring and repairs for machines under scope and coordinate with production to prioritize requirements

- Provide guidance for team regarding the execution of the work to ensure smooth and efficient repair and maintenance

- Issue and follow up Work Orders (W.O.) for repairs and preventive maintenance

- Keep records, issue reports for analysis, identify ways to improve W.O efficiency and justify any possible delays in W.O execution

- Troubleshoot escalated problems and coordinate with production to find solutions for any problems

- Monitor plant efficiency & spare parts cost and take corrective measures to ensure higher maintenance performance

- Monitor the consumption and inventories of spare parts and maintenance supplies and initiate re-ordering when necessary

- Review, approve and follow up on all purchase requisition /orders issued from team for timely response

- Conduct plant rounds to collect feedback on the machines from maintenance & production teams

- Maintain policies and procedures in line with established management systems requirements.

- Conduct rounds on the fire systems machine and pipping to look for any inconsistency

- Update ERP system with major repairs done & all details for future tracking and history data

- Propose machine upgrades in coordination with Projects & HSE Manager to improve machine efficiency and decrease downtime.

- Assign proper teams (mechanical or electrical) for projects’ execution according to the needs requested by the Project department.

- Check boiler (biomass & fuel) indications and consumption to ensure proper performance, arrange maintenance and any repairs, if needed

- Check air compressor (pressure, temp & clean filters) to ensure proper performance, arrange maintenance and any repairs, if needed

- Oversee vehicle maintenance and set the schedule for preventive maintenance and repairs

Materialize ways and means to keep machine performance at Top level.

**Interested candidates can send their CVs to** [**antoine.akl@indevcogroup.com**](mailto:antoine.akl@indevcogroup.com)