

**CAREER OPPORTUNITY**

**Open positions:**

* Shift Leader
* Maintenance Engineer

**Requirements:**

* Experience: 0 – 3 years
* Major: Mechanical, Mechatronics, Automation Technology, Electrical & Electronics
* Good communication in English
* Willing to work in shift (Shift Leader)

**Core Responsibility – Shift Leader**

* Accountable for the quality, and productivity of the Factory, and its ability to deliver high levels of service to internal and external customers, regardless of whether product is for local consumption, or export.
* Manage the people, materials, equipment, and business and manufacturing processes to deliver Factory performance objectives, as measured by factory KPI's.
* Track and analyses variances associated with materials or finished products.
* Ensures compliance with policies/procedures for shift rotation, vacation scheduling, and training to meet business needs including peak production periods.
* Manages the development and implementation of the daily production schedule in a way that ensures high levels of service to internal and external customers.
* Accountable for adhering to Colgate-Palmolive, state, local and federal guidelines related to EOHS, Quality and Regulatory within area of responsibility.
* Manage labor relations in the area or elevate to Assistant Operation Manager/ Operation Manager.

**Core Responsibility – Maintenance Engineer**

* Plans and schedules preventive maintenance works. Co-ordinates with production engineers for all works related to the factory process and support equipment.
* Provides technical guidance and training to line operators performing maintenance tasks. Counsel on repairs and service procedures. Assists in diagnosing any trouble-shooting in order to determine the action needed.
* Ensures that the maintenance work conforms to the company standards and equipment manufacturer’s procedures and specifications.
* Recommends to the production engineers all requirements for tools, repair, equipment and spare parts.
* Establishes preventive maintenance program & schedules and ensures their implementation in the most economical and expedient manner, in co-ordination with the production engineers (Using CMMS).
* Trains line personnel and maintenance technicians in operational and mechanical diagnosis, routine repairs and safety systems.

**Working Place:** My Phuoc 3 Industrial Zone – Ben Cat – Binh Duong

**HOW TO APPLY?**

Please send your English CV with photo to: linh\_ky@colpal.com

**Hotline: (0650) 3599 121**