

## JOB DESCRIPTIONS

**BUILDING TRUST**



Job Title: Maintenance Supervisor	Department: Operations\ Maintenance
<p>SIKA is a multinational company, with head office in Switzerland. 25,000 employees over 300 factories worldwide. A major partner for all contractors and developers in Cambodia established in Cambodia for 19 years. SIKA manufactures and distributes a large range of construction materials: concrete admixtures, waterproofing, sealing and bonding, flooring, roofing, structural strengthening, we are the leader worldwide.</p>	

<b>Location</b>	SIKA Phnom-Penh Factory, Cambodia
<b>Reporting To</b>	Operation Manager
<b>Overall responsibility:</b>	To supervise and do maintenance activities as per plans and agreements.
<b>Specific duties:</b>	<ul style="list-style-type: none"> <li>• To ensure that all works/processes that perform by maintenance will be followed strictly.</li> <li>• To develop and supervise the maintenance program and to perform and ensure it is accomplished in a safe, timely, and cost-effective manner.</li> <li>• Participates in objective setting, plan development and performance review of maintenance objectives.</li> <li>• To ensure that the preventive/schedule maintenance is done properly for all equipment, utilities within Factory.</li> <li>• To develop the maintenance report along with the operation manager, to Do the reports and follow up system to make sure that the program is carried out.</li> <li>• To assign and control workloads and expenditure on maintenance requirements daily.</li> <li>• To ensure health &amp; safety rules and Environment Management System are observed and government regulations relating to the maintenance department are met at all times.</li> <li>• Coordinates departmental activities with other departments, provides suggestions to the Operation Manager on maintenance issues, oversees the maintenance of departmental records and files.</li> <li>• To recommend Process Engineering Manager on any improvement modification or new installation to existing plant equipment/system.</li> <li>• To perform other duties assigned by Operation Manager</li> </ul>
<b>Minimum Requirement</b>	<ul style="list-style-type: none"> <li>• Mechanical background.</li> <li>• Educational standard: university graduate or equivalent</li> <li>• Experience: at least 4-year experience including 3-year in maintaining plant equipment and 1-year in maintenance management.</li> <li>• Technical knowledge: trained and experienced in electrical or mechanical fields, computer for office, English at intermediate level.</li> <li>• Curious, independent, well organized.</li> </ul>
<b>Benefit</b>	<ul style="list-style-type: none"> <li>• To be discussed / high package depending on experience and performance / High bonus scheme possible.</li> <li>• Health insurance</li> <li>• Transport provided for work purpose</li> <li>• Experience in an International company and career perspectives</li> <li>• Growing Network in Construction Industry</li> <li>• Training / E-training</li> </ul>
<b>How to apply</b>	<ul style="list-style-type: none"> <li>• Please send your CV to <a href="mailto:kaing.lina@kh.sika.com">kaing.lina@kh.sika.com</a> (Please subject the email with the position you are applying for, Ex: Ms/Mr. xXx Xxx is Applying for XxX)</li> <li>• Please add 3 references of trusted persons that can recommend you.</li> <li>• The position is available now, please check our website before sending your CV : <a href="http://www.sika.com">www.sika.com</a> / <a href="http://www.sika.com.kh">www.sika.com.kh</a></li> </ul>

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