

Planning Executive

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Company: Miral

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

Job Scope:

Maintain and ensure the data quality for all assets, items, locations, and preventive maintenance program within Maximo to ensure the safety of the guests and team members.

Develop applicable maintenance procedures and processes that promote defect free maintenance work quality and adhere to the global maintenance standards.

Manage and maintain the maintenance management mobile suite across multiple sites and zones, with uninterrupted services to ensure timely completion of maintenance activities for handing over the rides safely to operations without impacting the daily operations.

Implement improvements in coordination with IT on multiple aspects related to Maximo and its suites.

Openly communicate appropriate and useful information during the executive management meetings, influencing and enabling the executive management to make strategic decisions.

Work with maintenance and procurement team to ensure all parts stock levels are maintained at a point that enables scheduled work to be completed without delays based on lead times and item usage.

Evaluating and consolidating common spare parts such as consumables across all leisure facilities to reduce over stocking, thus reducing the inventory holding to improve the financial

standing.

Elimination of duplicate items from warehouse as well as from Maximo, identify attributes/elements of assets and items and ensure the correct naming standards are followed, evaluate and provide recommendations on cataloging and organizing all maintenance spare parts.

Manage and coordinate all activities related to the Document Control Procedures, Technical documents, Drawings, and Commercial correspondence.

Create and maintain trackers on movement of documents in addition to safe keep of document control rooms.

Maintain and track all third-party revisions on manuals directly impacting the maintenance and safety of rides.

Coordination with Operations for the validation of the Rides performance data.

Prepare reports as per business procedures to achieve company KPIs, benchmarks and business objectives.

Creation of the Rides Performance Dashboards for Executive Management Meetings, Reporting KPI's, providing executive summary. Analyzing & action plan development for non-compliances.

Report and review work orders, analyze and action plan the findings related to backlog or improvements.

Ensure maintaining the trackers for financial targets through tracking expenditures.

Support upcoming projects, cost optimization programs to provide positive financial results.

Supporting the audits whilst ensuring the compliance adherence in accordance with the procedures.

Support Training department on training of new CMMS users in conjunction with IT.

To be a positive, consistent and fair role model, ensuring high standards of practice are maintained while motivating, influencing and supporting others to accomplish personal,

department and company goals.

To understand, follow and enforce all standard operating procedures to exceed the operational requirements and ensure Guests always receive the highest standards of quality and service.

To help achieve Department and Company objectives, action plans and key performance indicators to support the Company Balanced Scorecard approach in achieving the Executive Strategic Plan.

To enforce and adhere to all UAE laws, Health, Safety & Environmental policies, industry and company rules and regulations, reporting any safety concerns or incidents to management to minimize risk and maintain a clean safe and hygienic environment for all guests and colleagues.

To manage emergency situations that may arise to minimize possible damage, loss or injury to any Guests, Colleagues or Company property.

Essential:

Bachelor's Degree in relevant field.

2 years in a similar role in planning, technical or warehouse responsibilities.

Must have previous experience in quality control of inventory items and administration work utilizing a CMMS platform.

Strong verbal and written communication skills, documentation are a must.

Must be proficient in MS Office, Visio, Projects and computerized maintenance system (CMMS), preferably Maximo, Oracle.

Excellent data gathering, time management and presentation skills.

Excellent people skills to clarify needs of other departments.

Able to interpret and analyze feedback from other departments.

Self-motivated and very detailed orientated.

Resourceful and innovative in tackling complex issues.

Accountability: results orientated team player, who leads by example.

Competent to perform relevant planning and scheduling activities.

Desirable:

Engineering Degree preferred.

Relevant technical qualification is an advantage.

3+ years in a similar role in warehouse, administrative or planning responsibilities.

Collaborative skills in resolving issues in inventory.

Implementation of maintenance best practices.

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