



Burapha Agroforestry Co., Ltd is a Swedish/Lao plantation and wood products manufacturing company, with its own plywood mill, sawmill, and plantations.

Established in Lao PDR in 1994, Burapha's objective is to build a timber plantation asset in Laos large enough to be the core wood supplier for a major industrial operation. Burapha currently operates a sawmill/furniture factory and a new, state-of-the-art plywood mill, which commenced production in 2021.

Maintenance Planner

Location: Plywood mill in Hinheup District on a drive in, drive out roster from Vientiane Capital

Reporting to the Maintenance Manager, this position is responsible for planning and scheduling of maintenance and repairs of all the machines at the plywood mill and other maintenance related activities. Assist in the operations of the department by generating work orders for each job to be carried out to all machines including fabrications and other works, covering all sections.

Key Responsibilities:

- Avoid and/or minimize unplanned downtimes in the operation due to machine breakdowns
- Monitor technician performance and ensure all work is done timely and problems are diagnosed and resolved right the first time
- Measures technicians' efficiency and productivity using the work order time schedule
- Qualify machine integrity by recording unplanned downtime and documenting the causes of failures and repair corrections
- Closely communicate with the maintenance supervisors, team leaders, technicians
- Ensure technical write-ups on the work orders are correct and sufficient
- Calendars and execute the major and intermediate maintenance schedule of each machine
- Monitor daily material requirements of the maintenance team
- Assist the inventory controller in managing the stocks by identifying and suggesting spare parts to be always kept on shelves (fast moving parts)
- Communicate closely with the procurement to ensure critical spare parts are ordered and received with minimal lead time to prevent unplanned downtime of the machines due to unavailability of spares when needed
- Tracking and reporting of parts and materials consumption
- Implement parts issuance and receiving procedures in the warehouse
- Regularly maintain the orderliness of the material warehouse and technician area
- Generate planning reports and other reports as required by the Maintenance Manager

Qualifications / Experience:

- A technical college certificate in machinery, electrical and/or mechanical is necessary
- Previous experience as a maintenance planner / job controller in a heavy industry, mining industry or factory is desired
- Strong knowledge about spare parts identification using parts manuals and EPC (Electronic Parts Catalog)
- Well versed in interpreting and using manufacturer supplied service/repair manuals and maintenance guidelines



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spare parts and components of factory hydraulic system, electrical system and

- Advance knowledge of machinery including PLC, and other mechanical sub-components
- Knowledge in using basic hand tools and maintenance equipment
- Average to advance technical-know-how in using precision measurement tools (e.g., calipers / micrometers, digital and analog gauges)
- Well versed in calculating technician efficiency and productivity
- Able to identify part numbers, engineering numbers, and other serial numbers of spare parts and machine sub-components
- Excellent organizational and time management skills
- Outstanding interpersonal and English communication skills
- Good emotional intelligence and cultural awareness to work in a multicultural environment
- Strong analytical and problem-solving skills
- Energetic and decisive
- Advanced computer skills in Microsoft Office suite of programs (e.g. Word, Excel, PowerPoint)

We offer a competitive remuneration package and a supportive and committed team environment.

To apply, please send your CV, proof of qualifications and a cover letter (optional)

to: recruitment@buraphawood.com

Only shortlisted candidates will be contacted for an interview.

Closing date 9th June 2023