

Position: Facilities Staff

Overview:

A strong growing Electronics Manufacturing Services company is seeking for a Machine & Facilities dual role technician with the ability to make decisions independently, be detail-oriented, organized, handle and prioritize multiple tasks. Strong in problem solving, price negotiation and having great customer service attitude.

Qualifications:

REQUIRED (must meet before consideration):

1. Must have 5 years plumbing, electrical, HVAC, general carpentry experience
2. Some Proficiency with Excel and Word desired
3. Proactive person who can work w/little supervision
4. Work overtime and during weekends and after hours to meet deadlines.

Preferred (short-list determinant):

1. Strong communications skills in English
2. Excellent time management and multi-tasking abilities
3. Ability to work as both member and mentor to junior staff.

Responsibilities:

1. Performs all types of work, from new electrical installations to machine and facility repairs. Install air-lines, repair floors, moving existing equipment, install new items, repair office furniture, able to lift 70 Lbs.
2. Quote outside services for building, plumbing, electricity and machine as well as heavy equipment relocation
3. Manage spare parts and material deliveries to ensure on time delivery
4. Proactively identify and support production needs to minimize production delay due to lack of infrastructure.
5. Identify and implement cost reduction opportunities.
6. Evaluate and prepare supplier performance reports on the delivery, cost, and quality of products and services
7. All other duties deemed necessary by supervisor.