

Maintenance Planner

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Company: Ventia

Location: Edinburgh

Category: other-general

The role:

Ventia are seeking an experienced ADF Unit Maintenance Planner to join our Defence Team, specially embedded within a Defence unit/s to ensure efficient, effective planning, resourcing, work order administration, parts procurement / monitoring and performance reporting are efficiently carried out.

What we offer:

Full time (38-hour week), in a permanent, salaried position at RAAF Edinburgh.

An opportunity to work in a dynamic, supportive, and inclusive team culture.

Ongoing mentoring, peer support and a variety of learning opportunities to accelerate your development with regular training and development opportunities.

Genuine focus on work/life balance, with a strong commitment to mental wellbeing.

Potential for flexible working hours, plus 12 o'clock finish most Fridays.

Key responsibilities include (but are not limited to):

Planning Australian Defence Force (ADF) network maintenance activities and programmed maintenance activities and operational programs.

Recording the maintenance plan in the Commonwealth Mandated Information System.

Using the Commonwealth Mandated Information Systems (e.g. MILIS) for Work Order management, maintenance task scheduling, parts requisitioning, and management.

Liaising with Defence customers for planning of weekly, monthly, and annual maintenance planning.

Initiating / compiling reports and acting on any non-conformances that appear in processes. Implementing corrective actions, where required.

About you:

Previous experience in planning and scheduling mechanical maintenance activities within a complex industrial environment. (essential)

Demonstrated ability to maintain accurate records, schedules and reports, within information management systems. (essential)

Experience in the use of Microsoft Office 365 applications including Word, Excel, and Outlook.

Strong attention to detail, analytical and problem-solving skills.

Strong interpersonal, communication and customer service skills.

Trade or tertiary qualification in a mechanical or engineering field (highly desirable) and/or:

Tertiary qualification in planning, scheduling, or related field. (highly desirable)

Working knowledge of SAP (highly desirable)

Must be eligible to hold a Defence Security Clearance. As a result of this requirement the applicant must be an Australian Citizen.

About Ventia

Ventia is a leading infrastructure services company, operating across Australia and New Zealand. Our clients are the owners and operators of assets that are critical to our local communities. We pride ourselves on working smart, safely and sustainably, harnessing the latest technologies and brightest minds. With a diverse and proud heritage, we have a track record of delivering essential services to the communities in which we operate.

Diversity

Ventia is enriched by the diverse experiences, talents and cultures that our people bring to the organisation, while celebrating and respecting the communities we operate in. We are committed to providing a safe and positive environment that provides equal

opportunities for individuals of all backgrounds, including Aboriginal and Torres Strait Islander people, LGTBQI+, Women, Veterans and spouses and people with disabilities.

To Apply

Click Apply and forward your CV along with a cover letter outlining your experience. You must be an Australian citizen and able to maintain a Department of Defence Security Clearance.

Position Reference Number **157865**

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