

Electromechanical Maintenance Preparer



Bac +2/3 technique (BTS Electrotechnique, BTS MI...).



Your main tasks:

- Drawing up, managing and planning maintenance work in his/her area.
- Organise the work for which he/she is responsible in conjunction with the various (internal and external).
 - Ensuring that the work schedule is consistent with production stoppages.
 - Organising, with production, the release of equipment for work.
 - Ensuring that spare parts are available for the work.
 - Acting as Instructing party for maintenance subcontracting services.
 - Implementing and overseeing the entire process as subcontracting manager: specifications, purchase requests, site monitoring, acceptance of work.
 - Carrying out safety audits on maintenance services.
 - Be responsible for its budget.
 - Editing, modifying and improving service models, specifications and maintenance schedules.
 - Monitor and participate in the improvement of maintenance processes.
 - Playing an active role in the management of spare parts and keeping a technological watch on equipment obsolescence.
 - Integrate new equipment into the maintenance plan.

He/she works in tandem with the area's mechanical preparer (holidays, organisation of major projects). The preparer is required to be on call.



Leadership, team spirit and good interpersonal skills;
Dynamic and flexible;
Adaptability and communication skills;
§Thoroughness and organisational skills.
Technical English (A2 level) is a plus;
Computer skills.