

Maintenance Officer (Viotia, Greece)

On behalf of our partner, a leading energy provider company, we are looking for a **Maintenance Officer**. The successful candidate will demonstrate the ability to guide, coordinate and implement electrical maintenance activities making sure that all safety rules are followed.

This role is reporting to the **Maintenance Section Head**.

MAIN RESPONSIBILITIES

The successful candidate will be able to:

- Implement the maintenance policy following always the safety rules.
- Act as principal contact for any maintenance issues.
- Coordinate day-to-day implementation of maintenance activities, ensuring that priorities and standards of the quality are met.
- Perform resource planning in order to carry out efficiently the day-to-day maintenance activities.
- Provide guidance and direction to staff engaged in maintenance activities, ensuring objectives and timescales are met.
- Provide guidance to staff on electrical isolations issues and in obtaining maximum benefit from establishing and supporting a fully IMS.
- Ensure the update of plant technical documentation and continuous alignment of the maintenance procedures with best practices and IMS as well.
- Coordinate activities during the outage inspection periods, ensuring that high priority opportunity work is expediently undertaken.
- Supervise and ensure compliance of all contractors in the plant with company's policies and procedures.
- Be responsible for compliance with the plant O&M documentation.
- Manage and provide technical specification of contracts, QA-QC and detailed specification of spares.
- Communicate on a regular basis with the OSH, the duty shift teams and the MSH regarding plant status and potential risks.
- Manage the spare parts inventory and service contracts.

CANDIDATE PROFILE

- Degree in Electrical Engineering from a Higher Educational Institute (Technical University) is a must
- At least 1-2 years of relevant experience
- Experience in implementation, training and maintenance of strict Quality and HSE protocols (esp. ISO9001, ISO 14001, OHSAS 18001, etc.) is highly desirable
- Located in general Viotia area, is a must

COMPETENCES & SKILLS

- Communication & interpersonal skills.
- A team player with strong interpersonal, leadership and people management skills.
- Punctual, methodical & highly organized with commitment to quality and strong professionalism.
- Analytical with strong problem-solving skills; excellent decision-making & multi-tasking skills.
- Confident, with a positive a can-do attitude & a never-ending appetite to learn.
- Respects confidentiality, is stress resilient.
- Shows commitment to the company culture & spirit.
- Very good command of English language.

COMPANY OFFERS

- A competitive remuneration package based on fixed annual salary & productivity bonus.
- Company mobile.
- Gas allowance.
- Private Health Insurance.
- Other perks and benefits.
- Learning and people development environment.

[APPLY](#)