Location : Port-Daniel-Gascons

Reporting to: Maintenance Manager

**Status:** Permanent - Full time

The McInnis Cement plant is equipped with cutting edge technology, raising productivity and environmental industry standards for North America. The facility, located in Port-Daniel-Gascons, Gaspésie, is one of the largest industrial developments in Quebec. The Company's mission is to provide its customers with high quality cement, manufactured and distributed in a way that respects the ecosystem, while putting the local economy first.

Reporting to the Maintenance Service Manager, the Maintenance Planner has primary responsibility for ensuring the planning and launching of work orders.

RESPONSIBILITIES

* Maintain order and cleanliness of the work environment according to the 5S methods applied;
* Ensure the application and respect of good practices in the field of health and safety at work as well as the application of environmental standards;
* Check all requests issued;
* Analyze the different work orders
* Approve and schedule work according to existing schedules and priorities;
* Schedule the outsourcing;
* Define the priorities of the maintenance work;
* Supervise and ensure the inventories, the reservation and availability of parts and materials required for the execution of the work, and if necessary, see to order them;
* Ensure that the work is completed;
* Close notices and work orders;
* Keep the data up to date in the SAP system (nomenclature, data sheets, team sheet, catalogs, lockout sheets, etc.);
* Collaborate in the planning of the annual schedule of maintenance and planned maintenance outages;
* Participate in process improvement and cost analysis;
* Work closely with the Procurement Officer;
* Manage inventories according to CMMS (Computerized Maintenance Management);

YOUR PROFILE

* A minimum of 8 years of experience as a maintenance planner;
* Experience in maintenance in heavy industry and maintenance management;
* Team worker, good aptitude to collaborate with other departments of the organization;
* Sense of responsibility and urgency;
* Be thorough, precise and concerned in detail and setting priorities;
* Ability to make effective and efficient decisions;
* Able to manage stress in difficult situations or make good decisions quickly when not scheduled stopping;
* Have a good organizational method of working in planning;
* Proficiency of French and English.
* Knowledge of SAP and MS-Project (asset)

WHAT WE OFFER

* To work in a growing Quebec organization, where you will find a dynamic and friendly work environment;
* Challenges and projects by the ton;
* A remuneration well above the market average;
* A competitive benefits’ program.

Please send your resume with a motivation letter to **careers@cmcinnis.com.**