

**MAINTENANCE
PLANNER**

**WE ARE
HIRING!**

 **Outjo**

Send your CV to: cv@nexusgroup.com.na

Closing date: 30 August 2026



RESPONSIBILITIES:

- **Work Planning & Preparation:** Define job scopes, estimate repair times, and build detailed work orders before tasks are assigned to artisans.
- **Scheduling & Control:** Build daily, weekly, and monthly preventive and corrective maintenance schedules based on machine operating hours.
- **Inventory & Parts Coordination:** Check spare parts availability, flag shortages early, and coordinate with procurement to stage materials for upcoming jobs.
- **Backlog Management:** Keep the maintenance backlog updated, organized, and prioritized according to operational needs.
- **Record Keeping:** Update equipment history, logs, and work orders inside the Computerized Maintenance Management System.
- **Safety & Compliance:** Ensure all workshop jobs comply with safety standards, hazard assessments, and original manufacturer specifications.



MINIMUM REQUIREMENTS:

- **Must be computer literate – MS office**
- **Relevant technical training and/or educational background will be beneficial**
- **Valid driver's licence**
- **Good communications skills**
- **Experience in a similar environment (construction / mining) specialising in mobile equipment.**
- **Ability to write & interpret technical documentation.**
- **Highly analytical mind, with exceptional problem-solving skills and attention to detail.**

DATE OF ASSUMPTION OF DUTIES:

- **01 October 2026 or as soon as possible.**

REMUNERATION:

- **Competitive salary and benefits to be negotiated with successful candidate(s).**

