



Join **Stornoway** and become part of a great team, operating **Québec's first diamond mine, Renard.**

Position:	Maintenance Planner	Posting	August 3, 2018
Department:	Mine - Maintenance	Application Deadline:	August 24, 2018
Location:	Renard Mine Site	Posting Number:	SWY-AFF-2018-MA15
Schedule:	14/14		
Homeports:	Chibougamau, Rouyn-Noranda, St-Hubert and Timmins airports		

Stornoway is recruiting a **Maintenance Planner**. Reporting to the Maintenance Superintendent, the Maintenance Planner will be responsible for the following activities.

Your role

- Coordinate and assign maintenance and mobile mechanical installation activities according to the company's needs;
- Establish work schedules and procedures in coordination with other departments or divisions to ensure safe and efficient operations;
- Plan maintenance activities and ensure that each member of the maintenance team works adequately and optimally in accordance with applicable procedures, regulations and policies;
- Train maintenance department employees according to company's health and safety standards and policies;
- Coordinate and assign subcontractor tasks;
- Monitor the preventive maintenance program;
- Manage equipment inventories and spare parts required for equipment maintenance;
- Prepare requisitions for the purchase of tools, equipment, supplies and materials required from the purchasing department;
- Enter data related to maintenance activities into the ERP;
- Develop and maintain performance indicators (KPIs);
- Work closely with the supervision of the maintenance department;
- Assess capital requirements for asset maintenance in the annual budget preparation process.

Qualifications:

- DEC in mobile mechanics, electromechanics or equivalent training and experience;
- Minimum 5 years of planning experience;
- Ability to read and understand plans;
- Knowledge and ability to use a computerized CMMS preventive maintenance tool;
- Knowledge and ability to use an integrated database/system of the IT Guide or other type;
- Knowledge and ability to use the Office suite (Outlook, Excel, Word - Powerpoint an asset);
- Autonomy, sense of responsibility, organization;
- Leadership and good communication skills;
- Interest and ability to work in a multicultural work environment;
- Good written and oral expression in French and English (asset).

INTERNAL application:

Duly complete the internal posting form and return it to the human resources representative in your sector.

EXTERNAL application:

Send your resume and cover letter to: hr@stornowaydiamonds.com. Please **indicate the reference number SWY-AFF-2018-MA15 Maintenance Planner in the subject line of your email** and in your cover letter.

We appreciate all those who are interested in this position; however, only candidates selected for an interview will be contacted.

For more information

www.stornowaydiamonds.com | hr@stornowaydiamonds.com