

Job Descriptions

Job Title:	Scheduler	Salary Grade	SAR 6000
Division / Department:	TS- MSS	Employment Type:	Work Visa (Long Term)
Direct Manager:		Duty Hours:	08 Hours / Day, 6 Days / Week

Job Purpose:

The Scheduler is responsible for coordinating and managing the scheduling of maintenance activities, ensuring resources are allocated effectively, and that tasks are completed in a timely manner. The role requires significant experience with scheduling, SAP MM Module, and hands-on knowledge in vibration analysis and rotating equipment.

Key Responsibilities:

- **Scheduling:** Coordinate and manage the scheduling of maintenance activities for plant equipment and systems, ensuring that work orders are completed efficiently and on time.
- **SAP MM Module:** Utilize SAP MM Module for maintenance scheduling, resource allocation, and material management, ensuring data accuracy and smooth workflow.
- **Vibration Analysis & Rotating Equipment:** Leverage field experience in vibration analysis and rotating equipment to ensure that maintenance activities for such equipment are scheduled and performed effectively.
- **Communication:** Communicate with team members, vendors, and other departments to ensure smooth scheduling of tasks and proper coordination across the maintenance department.
- **Resource Management:** Allocate resources (personnel, tools, materials) effectively, ensuring that the right people and materials are available when needed for maintenance tasks.
- **Reporting:** Track and report on the status of scheduled activities, ensuring that any delays or issues are promptly communicated to management.
- **Field Experience:** Provide guidance and oversight based on field experience, particularly in the maintenance of vibration analysis and rotating equipment, to optimize maintenance operations.

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Key Skills and Qualifications:

- **Educational Attainment:** College graduate or equivalent.
- **Experience:** Minimum of 5 years of experience in a scheduler position within an industrial or plant environment.
- **Technical Skills:** Extensive experience with SAP MM Module for scheduling, material management, and maintenance coordination.
- **Field Experience:** Must have direct field experience, especially with vibration analysis and rotating equipment.
- **Communication Skills:** Strong communication skills in English, both written and verbal, to effectively coordinate with different teams and stakeholders.
- **Problem Solving:** Ability to troubleshoot and solve issues that may arise during scheduling or maintenance activities.
- **Organizational Skills:** Strong organizational and multitasking abilities to handle multiple tasks and deadlines efficiently.

Preferred Qualifications:

- Experience with other SAP modules or related software.
- Knowledge of preventive and corrective maintenance procedures, especially related to vibration analysis and rotating equipment.
- Ability to work under pressure and adapt to changing work priorities.

Working Conditions:

- Candidate should be available for immediate mobilization, ideally located within the Kingdom for quick deployment.
- Must be willing to work in plant environments and field settings as required.

Approved by	Reviewed and accepted by
Signature over printed name	Signature over printed name
Date:	Date: