



Position description

Position

Asset Coordinator

Role purpose

Manage, control and optimise the asset life cycle and maintenance plans effectively across all terminals in accordance with all legislative requirements and organisational objectives of QSL. Work with employees through engagement and support to build and sustain a culture that continually shares QSL values

Key responsibilities

Continuously demonstrate a personal commitment to QSL's Environment, Health and Safety Policies and Standards and believe "Safety Starts with Me"

Use humanistic leadership and people focused interactions to create engagement and action

Conduct asset optimisation processes and amend maintenance KPI's accordingly

Facilitate the compiling of the annual OPEX budgets across all six terminals

Align MEX maintenance plans with Rylson8 software

Review Preventative Maintenance schedule dates, costs, tasks and resources

Liaise with QSL engineering to include capital & secondary maintenance projects into R8

Regenerate OPEX budgets and review results to check for anomalies and compliance

Conduct annual OPEX reviews with each terminal & update asset life cycle plans

Ensure 15 year OPEX and CAPEX budgets are current & captured in R8 & MEX

Willing to travel between BST's and liaise with terminal staff on asset management matters

Prepare all terminals for maintenance audits and liaise with asset management software vendors on developments

Undertake other functions consistent with skills and competencies as required

Reporting relationships

This position reports to the Engineering Manager.

Internal relationships

- Engineering team members
- Terminal managers and supervisors

- All staff

External relationships

- Project Contractors and consultants

Qualifications, skills and experience

- Minimum 5 years industrial maintenance experience
- Technical trade qualification will be an advantage
- Sound understanding of MEX and exposure to utilising a WMS
- Computer literate and proficient in MS Office
- Knowledge of administrative procedures such as maintenance planning & scheduling.
- Exposure to spare part procurement processes and technical store configuration
- Effective written and verbal communication skills and ability to liaise with wide range of key stakeholder groups.
- Knowledge of compiling OPEX and CAPEX budgets.
- Have exposure to RCA and ISO 55000 processes

Essential criteria

- Excellent communication skills and the ability to explain complex concepts clearly and simply
- Tolerance, patience and empathy when dealing with contractors, colleagues, and management
- Demonstrated experience in building relationships
- Maturity and confidence in dealing with people within QSL and externally.

Personal attributes

- To be part of the QSL team, each individual requires a genuine affinity with QSL's values.



BUILD PARTNERSHIPS

We do what we say we will do. We genuinely listen and learn from each other. We keep the big picture in mind.



BE REAL

Being genuine matters. We know what's right and we don't play games. We are transparent, respectful and honest in all our dealings – even when doing so is challenging.



AIM HIGH

We set the bar high. We believe if it's worth doing, it's worth doing well. Every decision we make and every action we take makes sense and creates potential.



BE THE SOLUTION

If we miss the target, we fix it, and QSL is better for it. We don't shy away from challenging situations – we focus on the future and proactively resolve the issues. We find, or follow, better ways of doing business.



BELIEVE 'T.E.A.M.' WORKS

We believe in T.E.A.M.
– Trust | Empathy | Accountability | Morals.
We are at our best when we work together. We respect each other, not just for our expertise and experience – we really care and value each other as people.



For the role specifically:

- High energy and personal drive
- Resilient, tenacious and have strong attention to detail attributes
- Ability to engage and influence
- Have high Integrity and able to function autonomously
- Have a good sense of humour and enthusiastic about life