



Maintenance Planner I

Defense contractor involved with product development and manufacturing of various systems for military aerospace and vehicles in the Los Angeles International Airport area is searching for an experienced Maintenance Planner I. With a 50+ year foundation, The Marvin Group supports all branches of the Department of Defense and allies around the globe on an array of programs and platforms. We support many military prime contractors including Lockheed Martin, Northrop Grumman and Raytheon.

SCOPE

Improve workforce productivity and work quality by anticipating and eliminating potential delays through planning, scheduling and coordination of labor, parts, material, and equipment access for the Facilities Department.

RESPONSIBILITIES

- Planning and scheduling of all facilities tasks and work orders.
- Including Building Maintenance, Machine Maintenance and Sanitation.
- Interact with customers to evaluate and prioritize tasks.
- Ordering materials and coordinating deliveries.
- Work closely with management and supervision to best meet the needs of the company.
- Other duties assigned as required by the business.

SKILLS / REQUIREMENTS

- High School diploma or equivalent.
- Minimum 3-5 years progressive experience and responsibility in a building maintenance field.
- Minimum 2 years supervisory experience directing a multi-functional building maintenance staff preferred.
- Experience with ERP/MRP systems, CMMS, SAP and Solar Winds Help Desk Systems preferred.
- Proficient in Microsoft Office Applications including Excel, Project and PowerPoint.
- Able to read and understand engineering drawings or blueprints.
- Strong analytical skills.
- Must possess a strong understanding of general math.
- Ability to work independently with little or no direct supervision and within a team.
- Able to create and process reports for KPI's.
- English/Spanish bilingual is preferred.
- Must be able to speak/read/write English.
- Must be able to lift up to 35 lbs.

This position must meet export control compliance requirements. All applicants must be "U.S. persons" within the meaning of ITAR, as defined: a U.S. Citizen, a lawful permanent resident, political asylee, or refugee.

Interested parties, please apply online and submit resume to <http://marvingroup.com/career/adp/>

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Visit us at marvingroup.com

The Marvin Group is an EEO/AA/Disability/Vets Employer.

Our company uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit www.dhs.gov/E-Verify.

If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process, or are limited in the ability or unable to access or use this online application process and need an alternative method for applying, you may contact Human Resources at 310-674-5030.