



Paragon Laboratories is a leading contract manufacturer of Dietary Supplements in tablet, capsule and powder forms. For over 45 years, Parragon's top notch formulators and manufacturing personnel have been improving the lives by delivering quality nutritional supplements.

Now Hiring a **Maintenance Manager**

General Responsibilities:

- Oversee, manage and direct all maintenance procedures and operations.
- Use data analysis to help prepare for and prevent future problems.
- Create and implement measures to minimize breakdowns and repairs (performing quality checks of all machinery, tools, equipment etc.
- Troubleshoot problem areas and create a clear plan of action for fixing necessary parts.
- Train new employees in maintenance work processes and procedures.
- Maintain vendor relationships and order new materials as needed.
- Carry out inspections of the facilities to identify and resolve issues.
- Plan and oversee all repair and installation activities.

Qualifications:

- Bachelor's Degree in engineering, administration or facility management.
- Minimum experience of 3 years in a Maintenance Manager role.
- Strong project management skills.
- Maintenance management software experience.
- Working knowledge of electrical and mechanical systems.
- Familiarity in understanding blueprints and schematics.
- Effective communication and people management skills.
- Excellent written and verbal communication skills.
- Strong in MS Excel, Word
- If you are are a local candidate excited about this opportunity, we are looking forward to receiving your resume.

Please send your resume to:

astein@sbwib.org

Please put **Maintenance Manager** in the subject line.

Qualified applicants only.



A WORKFORCE

IT IS OUR GOAL TO PROVIDE ESSENTIAL WORKFORCE SERVICES TO SUPPORT THE PUBLIC DURING THIS DIFFICULT TIME. THE SBWIB HAS TAKEN A NUMBER OF STEPS TO ENSURE THE PUBLIC HAS ACCESS TO THE RESOURCES THEY NEED.



America's **JobCenter**
of California™

THIS WIOA TITLE 1 FINANCIALLY ASSISTED PROGRAM OR ACTIVITY IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM. AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES BY CALLING IN ADVANCE TO CRS 1-800-735-2922 OR 310-680-3700