

VACANCY

Maintenance Planner & Scheduler

The Role

West Fraser Europe now require a Maintenance Planner & Scheduler to manage the maintenance plan for the West Fraser Inverness Mill.

Reporting to the Maintenance Manager, you will create, close out, print and package work orders. You will organise and plan site shutdowns, utilising a budget effectively to achieve maximum uptime

You will liaise with Maintenance supervisors to ensure that they have structured achievable plans that can be executed.

Requirements for the role:

- A background in an engineering environment with a comprehensive understanding of engineering Terms and processes.
- A good knowledge and understanding of UK health and safety requirements with the ability to create risk assessments and safe systems of work and the ability to interpret technical language.
- The capability to work well under pressure and can engage with change.
- The ability to understand CMMS systems such as Maximo and become a SME for site
- Excellent IT skills and be proficient with Microsoft office suite of products.
- An ability to communicate effectively with other departments and your team.
- Create worksheets, documents and emails to enable the triggering, distribution and tracking of Preventative Maintenance tasks.
- A good level of organisation with a high level of attention to detail is required for this role.
- You will be driven and a natural organiser.

You will be flexible to meet the specific demands of the role including willingness to work reasonable additional hours to cover situations such as absence of colleagues or meet a particular deadline and be willing to support other areas of plant.

There are no obvious physical demands required for the Planner to successfully perform the essential functions of this job, however reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

If you think this position is for you, please email maureen.burnett@westfraser.com who will provide you with an application form to complete.

Closing Date for applications: 6th March 2026