



Firestone

Liberia

**Notice of Position Opening
External/Internal
Full Time**

Title: Engineering Supervisor Junior
Posting Number: S_53
Posting Date: September 24, 2025
Reporting to: Engineering Manager
Grade Level S1

Application will be accepted up to October 5, 2025.

Firestone Liberia is looking for an **Engineering Supervisor Junior** who will primarily be responsible to manage, plan and control the Work Order platform for Build, through allocation to the relevant departments and sections in FSLB.

Main responsibilities but not limited to:

- Organizing, planning and directing the implementation/execution of work orders/projects.
- Receiving and distributing Work Orders through the Digifi System.
- Planning the allocation of all Housing Repairs and Maintenance including manpower, materials and transportation, and sharing schedule with Departmental Managers.
- Analyzing work order database to ensure efficiency and reporting.
- Preparing work plan for construction projects and distribute manpower to implement said project (e.g., housing units, schools, sanitary facilities, etc.).
- Tracking and filing all Digifi related documents and providing analysis of the data.
- Determining the work priorities and coordinate work activities and scheduling within the department or with other departments.
- Liaising with Building Departmental Managers and External Contractors to implement work order requests and out station projects as authorized.
- Preparing and submitting monthly reports as directed by Engineering Manager and Head of Building including Work Order analysis, Safety Reports, etc.
- Providing timely feedback to stakeholders regarding progress of Work Orders.

Minimum Qualifications: Education, Experience, Knowledge, Skills, and Abilities

- 5 years' experience in Work Order Supervisory Role
- Full understanding of the Work Order System
- Strong work ethic and a self-starter who completes task without being asked
- Computer literate
- Good communication skills (verbal and written)

Working Conditions:

Work in the field (Outdoor) and indoor (office).

Send resume to:
Human Resources Department
Firestone Liberia, LLC.
or

FSLBHR@bfusa.com

Please reference this posting number on all documents: S_53



09/24/25