

# We Are Hiring.

**Position:** MEX Administrator

**Location:** Lae

**Employment Type:** Full-Time

**Department:** Operations Support

**Reports To:** Maintenance Planner

## Overview:

Are you looking for place to Grow your career with a team that empowers development, builds capability, and supports your long-term success.

DuluxGroup is seeking a highly organized MEX Administrator to manage asset data, inventory, and maintenance information within our MEX CMMS. This role is essential in ensuring accurate records, reliable maintenance planning, and efficient materials control.

## Key Responsibilities:

- Maintain asset master data and lifecycle records
- Plan and administer preventive & corrective work orders
- Monitor inventory, manage stock levels & conduct cycle counts
- Ensure compliance with OH&S and company standards
- Produce performance reports on maintenance, assets & inventory
- Support audits and continuous improvement initiatives

## You'll Be Perfect If You:

- Love turning raw data into clear, actionable insights
- Have strong experience with BI tools (Power BI, Tableau, or similar)
- Thrive in a fast-paced, start-up-like project environment
- Are excited to work with a small, ambitious team that's redefining sales excellence.

*imagine*  
a better place

## What You Bring:

- Love turning raw data into clear, actionable insights
- Have strong experience with BI tools (Power BI, Tableau, or similar)
- Thrive in a fast-paced, start-up-like project environment
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## Why Join DuluxGroup PNG?

At DuluxGroup, we value people, innovation, safety, and growth. Be part of a team that supports your success and encourages continuous improvement.

## How to Apply



Do you have what it takes to be in our team on these mentioned roles? Forward your application with the attachment of your Updated Resume plus other supporting documents through to:

### The Recruitment Team

People, Culture & Change Department

DuluxGroup PTE LTD

P.O. Box 1105, Lae, 411, Morobe Province

or

Email: [recruitment@dulux.com.pg](mailto:recruitment@dulux.com.pg)

Applications close on 28<sup>th</sup> February 2026.

Only shortlisted candidates will be contacted for an interview.