



PT. Inspektindo Sinergi Persada

EMPLOYEE REQUISITION

ER.2302.001

JOB TITLE (Title of employee will use on the job)

Project Administrator Tubular SLB BPN

Date : 06/02/2023
Department : TSI
Project Reference: ISPLTP-OCTG-210002
No
Customer : SCHLUMBERGER GEOPHYSICS
NUSANTARA, PT.

Amount of People : 1
Requestor : MOHAMAD LUTFI
Job Title : PROJECT SUPERVISOR

Budget

JUSTIFICATION (Optional-State Any Additional Facts in Support of Requisition)

Budgeted Replacement
From : Reisky Fetrian

Need for replacement 1 Personnel Admin Project Tubular SLB BPN (replace for Riesky F)



KEY JOB DUTIES & RESPONSIBILITIES

REQUIREMENT & QUALIFICATION (Skill, Experience and Educational Background)

- Recording Inspector Daily Activities in excel sheet
- Consumable Inventory & Request
- Collect Personnel Time Sheet and Over Time Form and Send to HR & Admin Batam per 2 weeks Monthly Progress Report to Client
- Accommodate HRMS related to Inspection team
- Inspection Due Reporting to Client
- Time Sheet Invoice to Client through finance
- Responding Client's request on daily basis
- Reporting Offshore, Onshore and Base Progress to segment
- Comply Company and Customer Regulation
- To assume other related duties as may be assigned by the Supervisor/Manager on the daily basis.
- Comply with the k3I policy that applies in the company

- Ability to cooperate with inspectors and all related
- Proficient with MS Office
- English proficiency will be an advantage

SIGNATURE APPROVAL

Department Manager : _____ Date : _____	Human Resources : FX PERNANDO SAGALA Date : 16/02/2023 21:52:18
 Director : ESRA M SIAHAAN Date : 20/02/2023 08:31:00	 Commissioner : JANNES SIBUEA Date : 03/03/2023 12:43:36