



PT. Inspektindo Sinergi Persada

EMPLOYEE REQUISITION

ER.2202.004

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

Facility Admin

Date	: 22/02/2022	Amount of People	: 1
Department	: FAC	Requestor	: DARMOKO
Project	:	Job Title	: ASSET, FACILITY & MAINTENACE SUPERVISOR
Reference No	:		
Customer	:		



Budget	JUSTIFICATION (Optional-State Any Additional Facts in Support of Requisition)
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Budgeted Additional	Base on Management Review 2022. Additional Facility admin for Batam area in order tto carry out facility work which continues to grow along with the development of the organization.
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KEY JOB DUTIES & RESPONSIBILITIES	REQUIREMENT & QUALIFICATION (Skill, Experience and Educational Background)
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<ol style="list-style-type: none"> 1. Warehouse receiving at Batam and all office site 2. Material & Equipment Distribution 3. Documentation of Fixed Asset management 4. Stock control 5. Calibration certificate management 6. Handling SMR for Batam & all office site related to consumable and fixed asset. 7. Document management such as Defect reports, Service Order, Service Report, etc. 	Recommendation to hire one of the internship person that has been support the Facility department for the last 6 month, who have shown the good performance during the internship process.
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SIGNATURE APPROVAL

 Department Manager : _____ Date : _____	 Human Resources : <u>ORI SAPUTRA</u> Date : 22/02/2022 13:35:24
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 Adm & Fin. Manager : <u>ESRA M SIAHAAN</u> Date : 22/02/2022 16:11:53	 Director : <u>JANNES SIBUEA</u> Date : 07/03/2022 09:41:52
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