



PT. Inspektindo Sinergi Persada

EMPLOYEE REQUISITION

ER.2303.002

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

Admin Report

Date	: 06/03/2023	Amount of People	: 1
Department	: TSI	Requestor	: MOHAMAD LUTFI
Project Reference:	ISPLTP-OCTG-210002	Job Title	: PROJECT SUPERVISOR
No			
Customer	: SCHLUMBERGER GEOPHYSICS NUSANTARA, PT.		

Budget

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

Budgeted Replacement
From : Pinky Livinia

Need for replacement 1 Personnel Admin Project Tubular SLB CIB (replace for Pinky Livinia)

KEY JOB DUTIES & RESPONSIBILITIES

REQUIREMENT & QUALIFICATION (Skill, Experience and Educational Background)

- Recording Inspector Daily Activities in excel sheet
- Consumable Inventory & Request
- Collect Personal 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 k3l 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 : 15/03/2023 20:27:46



Director : ESRA M SIAHAAN
Date : 17/03/2023 14:22:36

Commissioner : JANNES SIBUEA
Date : 08/05/2023 13:39:34

