



PT. Inspektindo Sinergi Persada

EMPLOYEE REQUISITION

ER.2210.002

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

Project Administrator

Date	: 04/10/2022	Amount of People	: 1
Department	: TSI	Requestor	: ANTON SUSILO
Project	: ISPLTP-LFTG-210001	Job Title	: PROJECT SUPERVISOR
Reference No			
Customer	: SCHLUMBERGER GEOPHYSICS NUSANTARA, PT.		

Budget

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

Budgeted Replacement
From : Muhammad Husien

Support to all jobs

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 , Inspection due report to client

Bachelor degree / Diploma degree

SIGNATURE APPROVAL



Department Manager : VICTOR HOTMAN LUKMAN
SIBUEA

Date : 05/10/2022 10:11:08



Human Resources : FX PERNANDO SAGALA

Date : 20/10/2022 06:04:51



Director : ESRA M SIAHAAN

Date : 20/10/2022 11:34:10



Commissioner : JANNES SIBUEA

Date : 16/11/2022 08:42:10