



PT. Inspektindo Sinergi Persada

EMPLOYEE REQUISITION

ER.2308.005

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

Facility Technician

Date	: 30/08/2023	Amount of People	: 1
Department	: FAC	Requestor	: DARMOKO
Project Reference:	ISPLTP-OCTG-220003	Job Title	: ASSET, FACILITY & MAINTENANCE COORDINATOR
No			
Customer	: PERTAMINA HULU KALIMANTAN TIMUR, PT		

Budget

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

Budgeted Replacement
From : Bayu Suprayogi

Replacement employee for Pak Bayu in order to cover preventive maintenance & repair equipment for Project Kalimantan area, and Jakarta area if needed.

KEY JOB DUTIES & RESPONSIBILITIES

REQUIREMENT & QUALIFICATION (Skill, Experience and Educational Background)

1) Performing preventive maintenance of all equipment in the ongoing project at Kalimantan Area & Balikpapan Office, specifically for heavy equipment
2) General repair of company equipment such as Grinder, dispenser, hand tools, etc
3) Issue a service report after the work is completed (repair or maintenance work)
4) Create daily activity reports
5) Support administration work at Balikpapan office
6) Support and perform internal calibration

Experience in equipment maintenance and preventive maintenance at least 2 years
Have the ability to analyze a mechanical problem
Understand basic MS Office is mandatory
Basic English

SIGNATURE APPROVAL

Department Manager : _____
Date : _____

Human Resources : ORI SAPUTRA
Date : 30/08/2023 13:39:25



Director : RONY
Date : 01/09/2023 06:31:43

Commissioner : JANNES SIBUEA
Date : 05/09/2023 16:27:17

