

WE ARE HIRING

PROJECT ADMINISTRATOR

Requirements :

- Male/female
- Min Bachelor Degree/Diploma III with Engineering background
- Min. 1 years experiences in same position in oil and gas industry
- Good computer literate specially Ms. Office
- Strong initiative, diligent, and good teamwork
- Have basic knowledge about environmental safety
- preferably for candidates living in bunyu or tarakan areas,
- Lodging, transportation and any related cost of placement will be bear by employee

Job Description :

- 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
- Perform all duties assigned by management team

Please send your Complete Application (CV & All Certificate) to :

hrd@inspektindo.com

Subject e-mail:

PA_Name

Note: Max attached file 2Mb