



PT. Inspektindo Sinergi Persada

EMPLOYEE REQUISITION

ER.2311.004

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

Sales Administration - ISP

Date	: 13/11/2023	Amount of People	: 1
Department	: TRD	Requestor	: ACHMAD FURQANI ARNOF
Project Reference:		Job Title	: MARKETING & TECHNICAL ASST. MANAGER
No			
Customer	:		

Budget

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

Budgeted Replacement
From : Cholidjah

To replace Miss Cholidjah due to resign on 17 Nov 2023

KEY JOB DUTIES & RESPONSIBILITIES

REQUIREMENT & QUALIFICATION (Skill, Experience and Educational Background)

- Produce the quotation as per customer requirement base on company services
- Perform Salesforce administrative work such as data entry and reports
- Handle tender document preparation and actively communicate with tender committee
- Handle projects service time sheet calculation and monitor invoice valuation
- Manage Email Correspondence with customers
- Handling customer complaint in regards to pricing and job execution schedule
- Keep good communication with customers
- Manage project costing before and after the execution
- Discuss internally with project manager and supervisor for personnel arrangement, equipment arrangement and project budgeting
- Support preparation audit for audit management system

Diploma III / Bachelor Degree from related background
 1 Year experience in same position
 Good knowledge in sales process and tender process
 Good knowledge with PTK007 Latest revision
 Good knowledge in computer (Ms. Office & Excel)

SIGNATURE APPROVAL



Department Manager : GRATCIA NATANAEL
SIMANJUNTAK
 Date : 13/11/2023 09:59:38



Human Resources : ORI SAPUTRA
 Date : 13/11/2023 10:00:23



Director : RONY
 Date : 14/11/2023 09:00:24

Commissioner : _____
 Date : _____

