



PT. Inspektindo Sinergi Persada

EMPLOYEE REQUISITION

ER.2206.009

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

Project Admin

Date	: 20/06/2022	Amount of People	: 1
Department	: TSI	Requestor	: FX PERNANDO SAGALA
Project	: ISPLTP-OCTG-220001	Job Title	: TECHNICAL & OPERATIONS MANAGER
Reference No			
Customer	: PERTAMINA EP		

Budget

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

Budgeted Additional

In order to support and execute the OCTG Project

KEY JOB DUTIES & RESPONSIBILITIES

REQUIREMENT & QUALIFICATION (Skill, Experience and Educational Background)

1. Daily reporting to Supervisor, Project Coordinator and Area Manager
2. Liase with client regarding work timesheet, customer survey, Berita Acara, etc
3. Finalize and filling Inspection Reports
4. Create SMR, monitor and record
5. Goods receive
6. Duly as assigned

1. Minimum SMA
2. Familiar with MS Office
3. Fluent in english - both speaking and written

SIGNATURE APPROVAL

Department Manager : _____
Date : _____

Human Resources : SRI UTAMI NINGSIH
Date : 27/06/2022 13:50:22



Adm & Fin. Manager : ESRA M SIAHAAN
Date : 01/07/2022 15:42:03

Director : JANNES SIBUEA
Date : 27/07/2022 16:38:46

