

PT. Inspektindo Sinergi Persada

EMPLOYEE REQUISITION

ER.2206.009

DOB TITLE (Title of employee will use on the job)				
Date : 20/06/2022 Department : TSI Department : TSI Department : TSI Requestor : FX PERNANDO SAGALA Project : ISPLTP-OCTG-220001 Job Title : TECHNICAL & OPERATIONS MANAGER **MANAGER**	JOB TITLE (Title of employee will us	se on the job)		
Department : TSI Project : ISPLTP-OCTG-220001 Job Title : TECHNICAL & OPERATIONS Reference No Customer : PERTAMINA EP JUSTIFICATION (Optional-State Any Additional Facts in Support of Requisition) Requisition	Project Admin			
Budgeted Additional In order to support and execute the OCTG Project 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 SIGNATURE APPROVAL Department Manager Department Manager: Date Date Director: JANNES SIBUEA	Department : TSI Project : ISPLTP-OC Reference No	TG-220001	Requestor	: FX PERNANDO SAGALA : TECHNICAL & OPERATIONS
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. Fluent in english - both speaking and written SIGNATURE APPROVAL Department Manager: Date Human Resources SIGNATURE SIBUEA Human Resources SIGNATURE SIBUEA Director: JANNES SIBUEA	Budget			
1. Daily reporting to Supervisor, Project Coordinator and Area Manager 2. Liase with client regarding work timesheet, customer survey, Berita Acara, etc 3. Fluent in english - both speaking and written **The sum of the	Budgeted Additional		In order to support and execute the OCTG Project	
Area Manager 2. Liase with client regarding work timesheet, customer survey, Berita Acara, etc 3. Fluent in english - both speaking and written SIGNATURE APPROVAL Department Manager: Date Director: SIGNATURE SIBUEA 2. Familiar with MS Office 3. Fluent in english - both speaking and written SIGNATURE 3. Fluent in english - both speaking and written Fluent in english - both speaking and written SIGNATURE APPROVAL Human Resources: SRI UTAMI NINGSIH Date: 27/06/2022 13:50:22	KEY JOB DUTIES & RESPONSIBILITIES			
Department Manager : Human Resources : SRI UTAMI NINGSIH Date : Date : 27/06/2022 13:50:22 Adm & Fin. Manager : ESRA M SIAHAAN Director : JANNES SIBUEA	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		2. Familiar with MS Office	
Date : 27/06/2022 13:50:22 Adm & Fin. Manager : ESRA M SIAHAAN Director : JANNES SIBUEA		SIGNATUR	E APPROVAL	
Adm & Fin. Manager : ESRA M SIAHAAN Director : JANNES SIBUEA	Department Manager :		Human Resources	: SRI UTAMI NINGSIH
	Date :		Date	: 27/06/2022 13:50:22
	Adm & Fin Manager : FSR4	A M SIAHAAN	Director	· IANNES SIRLIFA
Date . 01/01/2022 15.42.05 Date . 21/01/2022 16.38.46		7/2022 15:42:03	Date	: 27/07/2022 16:38:46