



# PT. Inspektindo Sinergi Persada

## EMPLOYEE REQUISITION

ER.2305.002

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

Facility Technician

|                    |              |                  |                         |
|--------------------|--------------|------------------|-------------------------|
| Date               | : 08/05/2023 | Amount of People | : 1                     |
| Department         | : FAC        | Requestor        | : DARMOKO               |
| Project Reference: |              | Job Title        | : ASSET, FACILITY &     |
| No                 |              |                  | MAINTENANCE COORDINATOR |
| Customer           | :            |                  |                         |

**Budget**

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

Budgeted Replacement  
From : Ucok CH

Replacement for Ucok Charly Hutagalung

**KEY JOB DUTIES & RESPONSIBILITIES**

*REQUIREMENT & QUALIFICATION (Skill, Experience and Educational Background)*

- Receiving item incoming from Customer, check and verified document vs actual.
- Item incoming received form Customer, check and verified document compare to actual liase with sales and inspection team.
- Receive service order (SO) from the other department and executed the request accordingly.
- Maintain equipment records of the company on a daily, week-to-week and/or month-to-month basis.
- To generate and perform maintenance schedule of equipment.
- Work with inspection & production team on everyday basis and collaborate with all relevant person related to maintenance equipment and building facility.
- Repair and maintain builing facility on a regular basis
- To generate and perform maintenance schedule of equipment
- Manage the Equipment & Tools Records
- Perform regular inspection/checklist of equipment such as test bed, Mobile Crane, forklift, Car, Gantry, generator, air compressor, etc

- Male Max 45 years old
- Having experience at the same field at least 2 years
- Able to operate Microsoft Office
- Can work with team or individual

**SIGNATURE APPROVAL**

Department Manager : \_\_\_\_\_  
Date : \_\_\_\_\_

Human Resources : ORI SAPUTRA  
Date : 10/05/2023 08:48:11





Director : ESRA M SIAHAAN  
Date : 10/05/2023 09:56:22



Commissioner : JANNES SIBUEA  
Date : 15/05/2023 16:05:22

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