






## JOB DESCRIPTION

<b>TITLE</b>	Facility and Maintenance Coordinator
<b>Report to</b>	Facility and Maintenance Manager
<b>Department</b>	Facility and Maintenance
<b>Qualification Level</b>	Coordinator
<b>Education</b>	Bachelor Degree/ Diploma Degree in any dicipline
<b>Training / Basic Competency</b>	-
<b>Skill</b>	<ul style="list-style-type: none"> <li>- Proficient with MS office</li> <li>- Knowledge of Program Database</li> <li>- Skills and the ability to multi-task Strong project management and manage frequent priority change</li> <li>- Have good Knowledge about asset and inventory</li> <li>- Fluent in English both oral and written</li> </ul>
<b>Experience</b>	Min 3 years in related field
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>- Maintain fixed asset and equipment records of the company and prepare capital expenditure requests and justifications on a daily, week-to-week and/or month-to-month basis.</li> <li>- Receive ordered equipments, parts and material, enter information into computer database before storing in properly identified location.</li> <li>- To generate and perform maintenance schedule of equipment, building, machinery, vehicle</li> <li>- To prepare equipment and material needs for project in head office and other project location in coordination with project admin.</li> <li>- To Perform periodic equipment and material counting.</li> <li>- To create and maintain proceduce of Facility, maintenance, warehouse and fixed asset.</li> <li>- Supervise and coordinate with Facility staff for handling Warehouse receiving for both supplier and client/customer.</li> <li>- Handling hazardous chemical spills at facility and warehouse area</li> <li>- Support and lease with third party or external auditor for certification audit and customer audit</li> <li>- Support and assisting all tender preparation related to equipment</li> <li>- Support and assisting in company development program</li> <li>- Ensure and maintain the PPE properly.</li> <li>- Comply with company rules and regulation</li> <li>- Prevent enviromental damage.</li> <li>- To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work.</li> <li>- To co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.</li> <li>- Support preparation for audit management system</li> <li>- Comply with the K3L policy that applies in the company</li> <li>- Actively involved in all Safety, Health, and Environmental protection program</li> </ul> <p><u>Additional Job as Internal Auditor:</u></p> <ul style="list-style-type: none"> <li>- Conduct internal audit according to standard requirements</li> <li>- Create internal audit report and submit to QHSE manager/audit manager</li> </ul>

Latest Update : January 23<sup>th</sup>, 2023

	<ul style="list-style-type: none"><li>- To Follow up finding of internal audit to related department</li><li>- Conduct internal audit according to program man plan</li></ul> <p><b>Notes:</b> The responsibilities and job descriptions are not limited to the listed above but the supervisor/manager may assign other related duties as required by the company</p>
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### APPROVAL

 Name: Sri Utami N Date: 7/21/2023 Human Resources		 Name: Esra M. Sahaan Date: 7/21/2023 HOD	 Name: Darmofo Date: 7 Feb 2023 Employee
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