

POSITION	QTY	RESPONSIBILITY	COMPANY'S MINIMUM REQUIREMENTS
Material Coordination Officer (Offshore)	2	<p>Responsible for field operation as Material coordinator as of following:</p> <ul style="list-style-type: none"> • Prepare a variety of Department's materials/document in English i.e. issue Material Movement Request (MMR) in I-logistic system and ICT Service Request, weekly/monthly reports etc. • Coordinate with company's logistic team to transport materials and equipment as per operation requirements from field and all company's contractors • Liaise among drilling/completion, well service, workshop and contractor for material and equipment preparation • Maintain up to date tracking of equipment and tool sent and back loaded from offshore locations • Coordinate with company's logistic team to transport materials and equipment as per 	<ul style="list-style-type: none"> • Minimum five (5) year experience related to Offshore operation • Have experience of managing and coordinating offshore operation and equipment including planning regarding drilling/completion sequence • Experience in offshore/onshore Drilling and Well services activity • Good knowledge of Gas/Oil field equipment • Experience in supporting operation where it's remotely operated
		<p>operation requirements from field and all company's contractors</p> <ul style="list-style-type: none"> • Monitor and maintain sufficient quantity of material, tool, spare part, etc. required for offshore operations and liaise with a workshop superintendent when the new order should be made 	<ul style="list-style-type: none"> • Good command in spoken and written English • Good interpersonal skill and service-minded • Shall be certified with basic safety such as T-BOSIET, H2S awareness, first aid, firefighting. • Rigging and slinging trained