

## Administrator

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Company: Oil States

Location: Batam

Category: other-general

## Job Details

### Description

#### Essential Duties and Responsibilities

Manage end-to-end projects administration support for Project team. Assist in creating work orders, bill of materials. Create route sheets.

Assist in sending out request for quotation, obtaining quotes and creating purchase requisition.

Co-ordinate with production, QC and vendor in job execution and ensure the quality and delivery schedules are met with. Obtain weekly status reports, review and expedite deliveries with vendors on a regular basis.

Obtain weekly project updates from Project Engineers and submit to customers in a timely manner.

Maintain Technical information / Library. Assist Sub-Sea Project Team with administration activities and general clerical duties.

Assist with Sales administration and Purchasing duties including conversion of Purchase requisitions to PO, emailing to vendors, obtain quotes and follow-up. Update Critical Goods Register and Glovia on information related to purchase orders and deliveries.

Perform Master Control Admin duties for OSIA, in terms of arranging access rights, trouble shooting issues.

Participate, as required, in Quality and EHS audits from API and other external organizations.

Ensure compliance with the OIL STATES INDUSTRIES' Quality Management System and

EHS system.

Perform any other reasonable duties assigned by Engineering & Projects Manager

### **Qualification Requirements**

Tertiary Education, preferably with Engineering Specialization

To be computer literate with excellent knowledge of MS-Office: MS-Word, MS-Excel, MS-Powerpoint, MS-Visio, Pdf editor. Exposure to ERP software preferred.

### **Knowledge & Experience**

2 year of relevant administration & project co-ordination experience. Possess good organization skills, attention to detail, customer oriented

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