

## List of Positions & Requirements:

### SUPPORT

#### 1. Senior Procurement Officer/Contract Administrator

- Must possessed a recognized degree in any discipline preferably in business or engineering.
- Must have a minimum of 8 years experience in material procurement related role of which at least 5 years have been in the management role.

#### 2. Planner/Scheduler

- Must possessed recognized Bachelor degree in engineering discipline or equivalent.
- Must have minimum of 6 years experienced in the oil/gas or Petrochemical industry and 3 years experienced with similar position.
- Relevant experience in planning, scheduling and reporting of oil and gas projects.

#### 3. Procurement Officer

- Must possessed recognized Bachelor degree in Business administration or equivalent, have a background in engineering field would be an advantage.
- Must have minimum of 6 years experienced in the oil/gas or Petrochemical industry and 3 years experienced with similar position.
- Relevant experience in planning, sourcing and managing procurement activities for oil and gas project.

#### 4. Contract Administrator

- Must possessed recognized Bachelor degree in Business administration or equivalent, have a background in engineering field would be an advantage.
- Must have minimum of 6 years experienced in the oil/gas or Petrochemical industry and 3 years experienced with similar position.
- Relevant experience contract administration of oil and gas projects.

#### 5. Purchaser/Expeditior

- Must possessed recognized Degree / Diploma in Engineering or Business Administration and have at least eight (8) years of working experience in oil and gas and at least three (3) years in similar position.
- Preferably in procurement activities for construction of offshore platforms, chemical plants, petroleum refineries, gas compression facilities, water treatment plants or other related petroleum processing plant.

#### 6. Safety Officer

- Must possessed at least six (6) years of working experience in supervision of safety aspects in oil & gas construction activities related to offshore platforms or chemical plants, petroleum refineries, gas compression facilities, water treatment plants or other related petroleum processing plant.
- Must have at least three (3) years in similar position.

**7. Material Planner and Controller**

- Must possessed at least eight (8) years of working experience in material control in oil and gas construction activities related to offshore platforms or chemical plants, petroleum refineries, gas compression facilities, water treatment plants or other related petroleum processing plant.
- Must have at least three (3) years in similar position.

**8. Accounts Assistant**

- Possess Diploma in Accounting/LCCI or its equivalent with minimum 2 years working experience.
- Knowledge of MS office applications (Word, Excel, etc.), and UBS accounting would be an advantage.

**9. Security Guard**

- At least 1 year(s) of working experience in the related field is required for this position.
- Must possess at least a Primary/Secondary School/SPM/"O" Level, Professional Certificate, any field.
- Able to write and communicate in Bahasa Malaysia and English.
- Must be well disciplined, physically fit confident and matured.
- Willing to work on shift.