

S/N	64
Job Title	Work preparer
Experience	Minimum 4-5 Years' Experience in Oil & Gas Field with similar experience
Qualification	Diploma in any discipline or its equivalent. Alternatively, a trade test witnessed by COMPANY discipline Engineer
Principal Responsibilities	a. To plan, prepare, supervise and manage maintenance activities for designated site, monitor the delivery of jobs, ensure timely and effective completion of all maintenance jobs within the agreed timeframe and guidelines set and followed by the company. b. Review the scope of work for various maintenance activities received from client generated through system, understand the technical aspects and disciplines involved in the particular asset area. c. Conduct required site visit of each discipline for assessing the requirement d. Involve in Planning for respective disciplined jobs; determine the resources required for executing the particular job along with the materials required for the job. e. Responsible for mobilizing required resources and deploying them to various maintenance job, monitor productivity and performance of resources. f. Oversee and supervise all maintenance activities at site, ensure HSE and quality compliance in all jobs. g. Establishing right maintenance procedures in-line with the client specifications and various standards.