

S/N	77
Job Title	Timekeeper
Experience	Minimum 2-3 Years' Experience in Oil & Gas Field with similar experience
Qualification	Secondary diploma from TTI or equivalent
Principal Responsibilities	a. Should be able to download the attendance from the electronic entry system b. Should keep log of all the persons entering and leaving site c. Should be able to provide the manpower available at site at any point of time d. Should provide the attendance details to planning for calculating the manhours every day e. Liaise with admin department to provide required input for salary processing