

## Job Opportunity for Project Admin & Secretary in Leamchabang, Chonburi, Thailand (Job ID 3141)

### Our Client:

Our Client is one of the largest oil service companies in Northern Europe and is also well established within the renewable energy sector. Our Client's scope of services includes planning, engineering, construction, upgrading and maintenance of platforms, vessels and production facilities in the oil and gas industry and they are offering successful candidates the opportunity to join their operations in Thailand on very interesting assignments in an informal, dynamic environment. They also offer a wide range of social events and competitive benefits in a friendly working environment with good possibilities for professional and personal development.

**Employment Status:** Permanent  
**Working Time:** 08:00 - 17:00 PM.  
**Working Days:** Monday – Friday

### Qualification:

- Diploma or Bachelor's degree in any subject
- Good command in English and basic computer program
- Typing both in English and Thai

### Purpose and Scope:

The purpose of this job description is to clarify the areas of accountability, responsibility and authority of the position. The job description also defines competence, experience and personal qualities required by the job holder. Further delegation shall be described in separate instructions. In addition to the job-specific responsibilities, the job holder shall independently and on his/her own initiative adhere to the responsibilities and expectations to all employees. This refers to, but are not limited to, HSE, Subordinates where applicable, improvement and development, behavior, quality and compliance. This job description is valid until revised.

### Areas of Accountability

- The job holder is accountable for performing general clerical function and office duties to support Project Administrator and Secretary. Duties may include word processing, creating spreadsheets, presentations, and filing.
- Organize project meetings including reservation of resource and meeting room.
- Take minutes pertaining to the project and/or department meeting.
- Hub of distribution of TIR (Test Inspection Request).
- Assist project manager in coordinating and facilitating project client's administrative requirement.
- Work on collecting and reporting actual indirect man-hours in the project as well as ensure project team booking worked hours to the right cost/WBS.
- Verification and submission of personnel's reimbursement.

### Areas of Responsibility and Authority:

- Health, Safety and Environment (HSE)
  - Observe HSE requirement and become a natural part of daily duties
  - Carry out responsibilities as described in 'HSE my responsibility' on day to day operations
  - Report concerned party 'unsafe action and condition' that found on day to day operations
  - Monitor and participate in tool box talks
- Quality and Policy
  - Implement quality standards and ensure that the work is done to the specified quality
  - Input to endorsement report within defined area of responsibility
  - Implement and feedback to W3 (project procedures & work instructions) required within areas of responsibility for continue improvement
  - Perform day to day operations to comply with company policy and strategy
  - Adapt project strategies and philosophies to day to day operations in own responsible area
- Technical, Supervision and Communication
  - Ensure that responsibility for personnel is discharged in accordance with the company's management principles
  - Report and handle complaints and conflict
  - Reports to superior on work status and anticipate critical activities which might have an effect on project/job execution
- Progress and Productivity



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- Perform day to day operation to meet company and own responsible area target
- Ensure resources are fully and carefully utilised
- Cost and Budget
  - Execute work within planned budget
  - Execute productivity improvement and cost reduction activities
  - Seek for authorized person or authority with reference document to perform assigned job that is not in line with own Delegation of Authority (DoA) limits
- Ethical Standards
  - Carry out the work in compliance with Company's Code of Conduct
  - Observe ethical standards requirement and become a natural part of daily duties

## General

- Authority, not responsibility, can be delegated.
- Quality and HSE is a line responsibility. All employees are responsible for quality, health, safety and environment care in the daily work.
- Experience transfer is a part of all employees' job tasks.

## To apply:

1. Email your CV to [mana@omni-interconsult.com](mailto:mana@omni-interconsult.com) (please mention Job ID No 3141) Or
2. Make an application directly online at our website: [www.omni-interconsult.com](http://www.omni-interconsult.com)

