



## **Project Coordinator**

### **RESPONSIBILITIES:**

1. To assist Project Engineer/Manager day to day documentation work.
2. To assist Project Engineer to prepare of DOE submission documentation.
3. Administration works include photocopy, compile and filing.
4. Prepare duplicate copy of MDR, Operation Manual and all related site/project documents.
5. Record and follow up on the document delivery status by courier to site.
6. Prepare record and compile all site personnel's claim.
7. Other related task as specified by supervisor.
8. The above job description is by no mean exhaustive. Additional responsibilities may be given to you as and when it is deemed necessary.

**EXPERIENCE / SKILLS REQUIRED:**

1. Possess a minimum qualification is SPM.
2. Knowledge of spreadsheet and Word Processing software.
3. Understand DOE submission process for boiler chimney installation application.
4. Understand ISO450001, safety standards, implementation and documentation.