


Serimax APAC	HSEQ Management System		
5-HF-20 Job Description			
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To have open, unthreatening, respectful, behavioral based discussions with operational employees on a regular basis through Safety Visits, or other approved behavioral based safety conversation system, in order to correct unsafe behavior, and to positively reinforce good safety behavior.

The Project Engineer must:

- Exercise strong QHSES leadership at all times.
- Hold regular inspection/audits on the work habits of your employees to correct unsafe behaviors and reinforce safe behaviors.
- Involve with HSEQ audits either internal or external as part of the auditor team.
- Ensure to report HSE hazards and follow up on these reports.
- Advise workers of any hazards or potential hazards that you are aware of and reduce or eliminate them.
- Ensure that all personnel under your control are fully trained and understand the tasks they are asked to perform and that they are aware of all risks.
- Ensure that any sub-contractors working in your area are supervised and monitored for compliance with the Serimax QHSE policy and applicable HSE legislation.
- Ensure that the objectives and targets in relation to our HSES activities (number of Safety Visits, EAR Cards, etc...) are achieved.
- Actively involved in QHSE activities (Safety Meetings, Employee Action Request System, Workplace Risk Assessment and Job Safety Analysis/Job Procedure, Zone meetings, Housekeeping, Inspections, Continuous Improvement, Golden Rules, NCR/CAR/PAR etc.)
- Thoroughly investigate any incidents/ near misses & CAR/NCR/PAR in your work area and ensure that steps are taken to prevent recurrence. Personal involvement is required for any HIGH risk is mandatory with a drive to ensure no further re-occurrence.


Activities / Operations

Specific responsibilities of the Project Engineer include, but are not limited to the following:

- For country at risk ensure suitable level of safety measures will be implemented by customer, and plan for Serimax HSE audit on site. Ensure incident is reported within 24 hours.
- Managing projects and objectives; Setting tasks list, schedule and needed resources
- Manage contract; Establish and manage it throughout the project.
- Organising kick -off meetings / close out; Internal & External
- Assess project risks and set mitigation measures. Develop for each project and instil systematic Risk assessment philosophy.
- To assist and advise the team when required and to ensure all work including procedures to be carried out and followed to the current standards. Develop continuous improvement approach of processes aligned with group practices.
- Liaise with all the support functions before and during the project to ensure they have all the relevant information to be able to provide full and timely support.
- Customer management; to ensure full satisfaction. Managing the relationship with the client to ensure that all aspects of tenders & contract are respected, within customer timeline.
- Monitor the cash flow & gross margin of Projects to ensure the profitability of the overall project and the reduction or elimination of variable costs. Focus on cash optimization.
- Ensure all projects are having all IFS group required information updated on timely manner
- Strongly contribute to development towards industry 4.0 along with Digital team, with high involvement on Sharepoint full use and continuous optimization with new initiatives.

Tendering Activities

- The Project Engineer will be trained to tendering activity and will be requested to do so work on tendering activities pending on regional workload.

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JOB HOLDER REQUIREMENTS:

Education:

- An Engineering degree in Welding will be added value

Experience & Knowledge:

- 3 to 5 years' experience in project management, with preference for broad-based experience within the oil and gas or construction industries. Proven operational experience and success within an international environment; ability to deliver customer satisfaction

Core Competencies / Skills

- Considers customer service of paramount importance. Regularly interacts with clients to gain feedback and to ascertain ways to improve services.
- Strong project management skills.
- Utilizes excellent communication skills and demonstrates intercultural adaptability and sensitivity.
- Strong team-player with excellent communication and interpersonal skills.
- Highly focused and drives to set ambitious objectives for him/herself and the team.
- Strong analytical skills: attention to detail.
- Displays excellent interpersonal savvy and business acumen.
- Shows integrity, tenacity, resilience and adaptability in complex situations and often changing environment.
- Able to handle pressure and commit to, and respect, deadlines.
- Demonstrates excellent English language skills.



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