

Job Title: Project Support Engineer

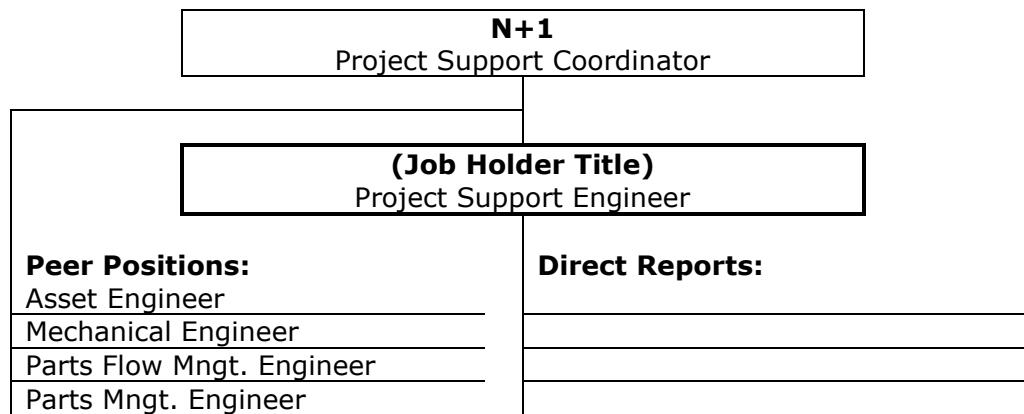
Country: Malaysia                      Manager's Title: Project Support Coordinator

JD No.: PS03                              Revision No. / Date: Rev. 2.0 / 01.07.2020

**JOB PURPOSE:**

Within framework of the I&M Group strategy, this position contributes to the achievement of the Serimax worldwide objectives, by providing professional support to refurbishing workshop, welding workshop and project site in terms of technical arrangements, spare parts, equipment commissioning, sourcing, logistics and process improvement. The role has a need to fully integrate into the I&M road map of transformation to industry 4.0 and be proactive in contributing to new ideas while deploying all the agreed processes to improve company efficiency to ensure sustainability of the business. Responsible for coordination of assets preparation and parts service. Other main task includes follow up of ongoing project as technical support and close out project preparation with diverse reporting.

**ORGANIZATIONAL CONTEXT:**



The function reports operationally to the Project Support Coordinator.

**SUPERVISED RESOURCES (Sales, budget, headcount...):**


**Operating Budget:** WC1  
**Headcount:** 3

**KEY ACCOUNTABILITIES**

**QHSES**

Health, Safety, Security and Environmental requirements shall be met in all activities. Serimax is responsible for providing a safe and healthy working environment for its employees, contractors and visitors. You are responsible for ensuring that you are working safely, that you have the appropriate tools and equipment for the job, and that you protect the environment and fellow employees. You shall take this responsibility seriously and work towards continual improvement.

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.


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The position must:

1. Exercise strong HSES leadership at all times.
2. Encourage employees to report HSE hazards and follow up on these reports.
3. Advise workers of any hazards or potential hazards that you are aware of and reduce or eliminate them.
4. Thoroughly investigate any incidents or near misses in your work area and ensure that steps are taken to prevent recurrence.
5. Inspect regularly the physical condition of your work areas and ensure required necessary controls are in place.
6. Ensure that any sub-contractors working in your area are supervised and monitored for compliance with the Serimax HSE policy and applicable HSE legislation.

### **Activities / Operations**

- Liaise with all Serimax workshops to get all information needed concerning the equipment, parts, spare parts, which are dedicated to the project assigned.
- Responsible to define the settings and adaptations of the equipment to the projects assigned.
- Responsible to elaborate the parts endowment lists to the project assigned.
- Coordinate the preparation of spare parts, parts, consumables and equipment's for the project's mobilization as per project specification and schedule.
- Follow up and assist the projects in progress by working closely with the Maintenance Supervisor of the projects assigned.
- Coordinate the equipment and parts return during projects demobilization.
- Responsible to provide a clean project site inventory at the end of the project assigned.
- Adjust the project endowment lists and or the project support department procedure depending on the project feedbacks and analysis.
- Diffuse and communicate all the documentations update and report edition to the relevant department and level within Serimax Group.
- Report in due dates all the activities done, and all the relevant information related to the projects assigned.
- Entrusted with continuous improvement projects or subjects as part of its missions.

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#### **JOB HOLDER REQUIREMENTS:**

**Education:**

- Degree in Mechanical / Electrical Engineering

**Experience & Knowledge:**

- Good knowledge in Serimax Technology
- Proven ability to supply chain management
- Proven ability towards equipment maintenance
- Knowledge on ERP systems (Supply Chain)

**Core Competencies / Skills:**

- Strong analytical skills
- Strong team player with excellence communication and interpersonal skills
- Highly focused and drives to set ambitious objectives for him and his co-worker
- 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 and French communication skills
- Literate in Microsoft, especially Word, Excel, Power Point and Project.