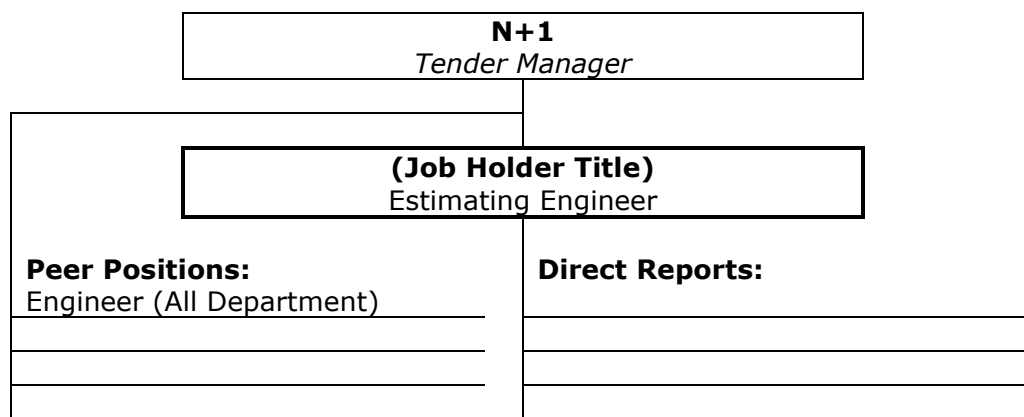


Job Title: Estimating Engineer
Country: Malaysia
JD No.: P05
Manager's Title: Tender Manager
Revision No. / Date: Rev. 2.0 / 01.03.2021

JOB PURPOSE:

Within the framework of the APAC strategy, contribute to the achievement of the APAC Region's objectives, by providing professional support in terms of project cost estimation, proposal preparation and customer relationship.

ORGANIZATIONAL CONTEXT:




The function reports operationally and functionally to Tender Manager.

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

Operating Budget: n/a
Headcount: n/a

KEY ACCOUNTABILITIES

- Health, Safety and Environmental requirements shall be met in all activities. You are responsible for ensuring that you are working safety, 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.
- Provide full estimation and overall project indirect cost, man-hours, material, and equipment estimate and job scheduling.
- Prepare technical & commercial proposal to be in line with client's and project requirements.
- Co-ordinate between concerned departments, all activities related to proposal submission on assigned projects.
- Prepare overall tender cost summary incorporating all details of tender break down cost sheets of different discipline for the review and approval of the Tender Department Manager & Regional VP.
- Develop customer relationship.
- Follow procedures, latest rules & Templates in place.

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|-------------------------|------------------------|-------------|--|
| Serimax APAC | HSEQ Management System | |  |
| 5-HF-20 Job Description | | | |
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JOB HOLDER REQUIREMENTS:

Education:

- Degree in Mechanical Engineering / Technology

Experience & Knowledge:

- 5 years experiences in Commercial/Marketing/Engineering with preference (But not exclusively) in oil & gas services industry

Core Competencies / Skills

- Communication skills
- Organizational skills
- IT literate
- Good oral & writing
- Ability to work as part of a team to tight deadlines.