



Alam Maritim Resources Berhad, a public listed company, is an integrated offshore services provider in the oil and gas industry. In line with our expansion, we are seeking suitably qualified candidate who is highly motivated to join us for the position of:

Position : EXECUTIVE PROJECT AND ADMINISTRATION

SCOPE OF POSITION:

To provide secretarial and administrative support, either as part of a team or individually to ensure that services is provided in an effective and efficient manner

Duties and Responsibilities: -

Charter Party Agreement

To prepare the charter party agreement and related documents.

Monthly Vessel Utilization Report

- i. To provide the monthly vessel utilization report and supporting documents to Finance Department for invoicing purpose.
- ii. To provide quarterly vessel utilization report and budget for Alam's fleet and third party vessels.
- iii. Updating vessels' location on daily basis.

PSD's Database

Manage and update project databases.

Filing System

Organizes and monitor the filing system, agreement/contract and to file all Correspondence.

Bank Guarantee and Bid Bond

To liaise with Finance Division for Bank Guarantee and Bid Bond.

HSE

To participate and involve in HSE program and initiatives.

Integrated Management System (IMS)

Adopt and participate towards implementation of the IMS to the division and company.

Job Requirement :

- Organised and self-sufficient with good influencing skills, to work effectively with members from different department.
- Experience in event planning, working to meet specific timelines and deliverables and regularly communicate progress against goals.
- Eager to contribute to team success through hard work, attention to detail and good interpersonal communication skills.
- Highly motivated to learn, grow and excel in sustainability related fields.
- Self-starter, confident, able to engage well with people and team player.

Requirements: -

Minimum Qualification Requirement: -

Diploma/ Bachelor Degree in Contract Administrations/ Management/ or equivalent

1–2-year experience in Project and Tendering.

Interested applicants are invited to submit a comprehensive resume including expected salary, recent passport-sized photo (n.r) and contact number to:

Human Resources and Administration Department

ALAM MARITIM (M) SDN BHD

No 38F, Level 2, Jalan Radin Anum

Bandar Baru Sri Petaling

57000 Kuala Lumpur

Tel : 03 - 9058 2244

Fax : 03 - 9059 6845

email : hr@alam-maritim.com.my

Due date : 30th March 2024

Only shortlisted candidates will be notified.