



Job postings

Vacancies		
Job Details	No. of Positions	Closing Date
<p>Position – Operator</p> <p>Job Description:</p> <ul style="list-style-type: none">• Follow all SOPs, operation manuals, maintenance manuals, QHSSE standards, QHSSE regulations and company policies.• Maintain effective communication with other operators, supervisors and assistant manager to ensure that accurate information is passed on.• Carry out hourly inspection of necessary components on Centrifuge unit for any abnormalities, malfunctions, leakages or damages.• Measure and record daily level of holding tanks for waste input and by-products.• Monitor and adjust dials, switches and valves on unit as necessary.• Observes instruments, gauges, and meters to verify conformance to specified quality and quantity of products.• Operate pumps and compressors as instructed by the Supervisor.• Take samples from holding tanks and submit to lab for analysis when required.• Perform daily and monthly checks on forklift, tools and other equipment.• Perform daily housekeeping and maintain cleanliness of equipment and site. <p>Qualification and Requirements</p> <ul style="list-style-type: none">• Experience in oil and gas industries.• Experienced and competent in the use of maintenance equipment• Possessed knowledge in mechanical background is an advantage• Good communication skills in English and Bahasa Melayu (written and spoken) with good communication abilities• A leader capability and good team player with abilities to work under pressure	<p>Eight (8) Positions</p>	

Position – Worksite Supervisor

Job Description:

- Responsible to ensure compliance to HSE requirements for the project and operations i.e. tool box talk, PPE, PAKAT and other BPS HSE requirements.
- Responsible to supervise field staff involve in projects.
- Responsible for preparing and applying for BSP-Permit Vision (PV).
- Responsible to interface with BSP-PIP & CIC-Project Engineer/Coordinator.
- Responsible to communicate and to update overall project progress to CIC Project Engineer/ Coordinator.
- To ensure & to enforce all safety policies, rules and regulations are followed at all the times as per BSP and CIC standards.
- Responsible to maintain and update CIC Daily Progress Report (DPR) to Project Engineer/Coordinator.
- Responsible to take lead emergency response actions during emergency.
- Responsible to ensure all equipment's, materials, tools and man-power are adequate as per plan.
- To review and identify material, tools, materials and man-power requirement in the planning phase (daily).
- Responsible to give clear instructions, task and target to project working team as per project plan.
- Responsible to maintain good housekeeping from time to time at the project site.
- Responsible to interface with CIC operations and logistics team.
- Responsible to attend progress, HSE and relevant meeting at the project site either as per plan or when required.

Qualification and Requirements

- National Diploma in engineering or equivalent or 5 years experienced in Operation, Maintenance and Construction
- Possessed knowledge in mechanical maintenance is an advantage
- Good communication skills in English and Bahasa Melayu (written and spoken) with good communication abilities
- A leader capability and good team player with abilities to work under pressure
- Experience in oil and gas industries.
- Show initiative and willingness to learn with drive to achieve positive results.
- Abilities for planning and execution of work scope

**Four (4)
Positions**

Position – Logistic and Shipment / Technical Support Assistant

Job Description:

- To ensure compliance to HSE requirement in performance of his duties, provide HSE intervention and QMS systems where necessary.
- Provide support to Logistic & Shipment activities (to relief L&S Operator when required):
 - a) To assist transportation services for company.*
 - b) To inspect company vehicles daily and to report any non-compliance to L&S Coordinator.*
 - c) To assist & support for maintenance & inspection on the company vehicles as per schedule.*
- Provide support for company logistic transfer when required (i.e. Company office & worksite, airport and etc).
- Provide assistance & support for TS activities (to support on company projects, activities & etc):
 - a) To prepare tools, equipment & materials for projects and activities requirement.*
 - b) To provide support for projects & activities worksite.*
 - c) To provide support and prepare projects & activities documentation.*
 - d) To provide support & prepare inspection or audits for projects & activities.*
- Provide assistance & support for Facilities, Maintenance & Operations (FMO) activities when required.
- Provide a daily log to record all positive and negative progress of a project & activities.

Qualification and Requirements

- National Diploma in engineering or equivalent or 5 years experienced in Operation, Maintenance and Construction
- Experience in oil and gas industries
- Show initiative and willingness to learn with drive to achieve positive results
- Possessed knowledge in mechanical maintenance
- Good communication skills in English and Bahasa Melayu (written and spoken)
- A Leader capability and good team player with abilities to work under pressure

**Three (3)
Positions**

Position – Project HSE Coordinator

Job Description:

- **To report directly to Senior HSE or QHSE HOD**
- **Monitor and control all HSE matters related with project team members and contractors in ensuring that a project is in compliance with the project requirement i.e. specification, safety code and other policies/guidelines related to the project**
- **Responsible for the health, safety, environment, security & emergency throughout the project duration to achieve safe project completion. The requirement in each Project phase is listed, but not limited to, as follows:**
 - *General project preparation: Prepare and verify HSE requirement in project package.*
 - *Engineering Phase: Review, check and verify engineering deliverables related to HSE aspects.*
 - *Site Preparation Phase: Manage and control safety execution of the preparation activities by CIC staff and contractor and verify the works and work procedure meet relevant HSE requirement and guideline from clients.*
 - *Steaming/ Tank Cleaning Phase: Manage and control safety execution of the activities by each contractor and verify the works and procedure meet relevant HSE requirement and guideline. Check and monitor the activities to prevent and avoid environmental impact.*
- **Ensure that project is executed in compliance with HSE Management Plan, HSE Management Procedure, Environmental Management Procedure, Potential Risk Register, Potential Risk Mitigation Plan, HSE Audit Plan/Procedure and any other HSE related documents**
- **Participate in HSE Risk Assessment and hold relevant meeting, workshop internally and with related 3rd parties**
- **Monitor and update the HSE risks register and ensure all mitigation plans are strictly adhere to throughout the project execution.**
- **Enforce and audit activities to ensure it meets CIC SOP and other HSE guideline. Prepare and manage required documents for related internal/external audit and process it.**
- **Participates as required in the investigation of accident, near-misses and hazardous conditions. Prepare reports and recommend actions to prevent recurrence**
- **Any other ad-hoc duties as assigned**

Qualification and Requirements

- **Minimum Degree or HND in HSE or equivalent.**
- **NEBOSH General Certificates or equivalent.**
- **Project Management under HSE capacity**
- **ISO 45001 and ISO 14001 experience and knowledge**
- **Minimum 3 years experience in HSSE related field and Project Implementation (preferably oil and gas company)**
- **HSSE Related training including HSE Management System, PTW, First Aider etc**
- **Computer experience and knowledge of general office procedures**
- **Good communication skills in English and Bahasa Melayu (written and spoken) with good communication abilities**
- **A leader capability and good team player with abilities to work under pressure**

**Three (3)
Positions**

Position – HSE Manager

Job Description:

- Take personal ownership and responsibility for protecting people from harm, and for developing strategies that drive performance and support continuous improvement.
- Own and maintain open communication with the QHSSE HOD to provide technical resource guidance, to ensure alignment, and to assure consistent implementation of HSE process tools that support Company HSE strategic plans and objectives.
- Establish working relationships with other Department including FMO, HSE, Sales, Laboratory, Technical Support and support organizations to ensure consistency in interpretation and implementation of CIC HSE processes across all operating sites, projects and offices.
- Support QHSSE HOD by monitoring and analyzing HSE performance to identify improvement opportunities and advancement.
- Supervise and develop HSE resources, seeking opportunities to integrate HSE experience within various functions and operations within the company.
- Engage in specific project and office locations to resolve complex problems, support training, and support meeting critical milestones.
- Engage in supporting HSE policy and procedure development for implementation specific to Company needs.
- Participate in Safety Timeout presentations, HSE presentations and audits and other communications.
- Develop HSE reports (i.e. monthly board reports) and communications (i.e. Alerts) to disseminate incidents, lessons learned and best practices.
- Participate in HSE committee meeting by taking subcommittee assignments on an as needed basis; communicate committee’s activities, actions and meeting information to Regional counterparts.
- Network with industry associations, companies, Safety professionals and regulatory bodies including Menang Group, BSP communication etc. Benchmark against industry and company standards.
- Participate in HSE Risk Assessment and hold relevant meeting, workshop internally and with related 3rd parties

Qualification and Requirements

- Minimum Degree or HND in HSE or equivalent.
- NEBOSH General Certificates or equivalent.
- ISO 45001 and ISO 14001 experience and knowledge
- Minimum 3 years’ experience in HSSE related field (preferably oil and gas company)
- HSSE Related training including HSE Management System, PTW, First Aider etc
- Computer experience and knowledge of general office procedures
- Good communication skills in English and Bahasa Melayu (written and spoken) with good communication abilities
- A leader capability and good team player with abilities to work under pressure

One (1)
Positions

<p>Position – Sales Coordinator</p> <p>Job Description:</p> <ul style="list-style-type: none"> • Identify business opportunities, promote sales and develop relationship with existing and potential customers by providing the optimal advice and solutions to customer’s needs. • Prepare project proposals and sales quotation and follow up on the Purchase Order for orders and delivery confirmation. • Serve as the relationship focal point between customers and internal departments to ensure seamless execution of projects from start to completion. • Generate weekly and monthly sales reports to the management and develop strategies to improve sales and operational services. • Focal person between the company and its stakeholders including the government and regulators. • Assist in the preparation and organizing of corporate events as required • Other duties / responsibilities that may be assigned by the management from time to time <p>Qualification and Requirements</p> <ul style="list-style-type: none"> • Bachelor’s Degree in business related field or equivalent related work experience • Minimum 5 years’ experience in related field (preferably oil and gas company) • Computer Skills (proficient in Excel, Word, PowerPoint and Outlook) • Good verbal and written communication skills in English, Malay beneficial • Organizational and planning skills with the ability to co-ordinate activities across departments. • Good interpersonal communication skills. • Ability to work independently. • Diligent and detail orientated. • Good time management skills. • Keen interest to learn, develop and progress 	<p>One (1) position</p>	

Position – Sales Business Development Manager

We are looking for an experienced and high-energy Sales Manager. Reporting to the Head of Department and the Executives, the primary function of this role is to accelerate the growth of sales. Primary duties include: generating and submitting RFPs and related sales documents, collaborating with management team to set revenue goals and company strategy and implementing a sales plan to drive revenue growth and attending key events to generate leads. The successful candidate will be energetic, persuasive, well organized and able to demonstrate the ability to sell.

**One (1)
Position**

Job Description:

- **Create strong relationships with key client stakeholders at both senior and mid-management levels**
- **Understand and effectively communicate the company's value proposition, technologies, processes and current partnerships**
- **Establish sales objectives by forecasting and developing annual sales projections**
- **Maintain sales staff by recruiting, selecting, orienting and training employees. As well as counselling and disciplining employees; planning, monitoring and appraising job results**
- **Contribute to team effort by accomplishing related results as needed**
- **Desire to own projects and exceed expectations, with ability to find solutions and deliver results**
- **Ability to identify and solve client issues strategically**
- **Excellent interpersonal skills, with the ability to communicate effectively with management and cross-functional teams, for both technical and non-technical audiences**
- **Work with internal teams on behalf of clients to ensure the highest level of customer service**
- **Analyze pipeline and lead data, deliver periodic reporting to the management providing key business insights**
- **Through reporting and analytics, validate the quality of the lead and pipeline data and provide guidance to improve the overall data quality**

Qualification and Requirements

- **BS/MS degree in business administration or a related field with at least 10 years of sales and business development experience in the oil and gas industry;**
- **Proven ability to drive the sales process from plan to close;**
- **Ability to understand the impact of operational initiatives from a sales person's perspective**
- **Ability to prepare reports and use of appropriate mode of communication. Must be proficient at analyzing data, building reporting and making strategic recommendations based on data and trends**
- **Ability to manage multiple projects and work to tight deadlines**
- **Demonstrated ability to communicate, present and influence credibly and effectively at all levels of the organization**
- **Proven success working in a fast-paced, high-growth environment**
- **Strong business sense and industry expertise with the ability to find creative business-oriented solutions to problems**
- **Excellent mentoring, coaching and people management skills**