

Engineering and Construction CREW to work in QATAR

Interview will be Held in Jakarta, 3rd week of September 2023

(Transportation and accommodation costs will not be provided)

General requirements:

- **Nationality: Indonesian**
- **Min 3 (three) years experiences**
- **Fluent in English.**
- **CV should be complete with the following required information:**
 - o Education certificates.
 - o Experience certificate.

Send your CV to SINGGIH@BINAMANDIRI.COM

Subject: (Position) E&C QATAR

Any inquiry please contact HR Specialist: Singgih 081998177431

Note: Only qualified candidate will be contacted

SNO.	POSITION
1	RIGGER
2	VALVE TECHNICIAN
3	ELECTRICAL AND INSTRUMENT TECHNICIAN
4	EQUIPMENT OPERATOR
5	FABRICATOR
6	WELDER AND PIPE FITTER
7	FIRE & GAS TECHNICIAN
8	MECHANICAL TECHNICIAN
9	YARD OPERATOR
10	WAREHOUSE OPERATOR

Job Description

Baseload - Electrical Technician

Minimum Qualifications:

- Fluent knowledge of English language (Speak, Read and Write).
- 3 years Diploma in Electrical or 2 years Diploma in Electrical after higher secondary school (12th standard).

Minimum Work Experience:

- 3 years work experience as an Electrical Technician in a petrochemical, Oil and Gas plant.
- Able to perform work in this type of facility independently.

Job Requirements (but not limited to):

- Follow plant safety standards and procedures. Be familiar with typical petrochemical plant safety hazards.
- Follow standard maintenance procedures.
- Follow manufacturer's troubleshooting and maintenance procedures. Correctly use and care for test and calibration equipment.
- Implement good housekeeping practices.
- Use standard instruments to measure voltage, amperage, speed, rotation and vibration.
- Troubleshoot and repair ground faults.
- Repair electrical motors up to 500 HP including replacement of bearings and seals, installation of motor and connection of starters and circuits.
- Maintenance of battery standby systems (UPS) and inverters.
- Read electrical, relay logic and schematic drawings and use these to troubleshoot and repair circuits.
- Installation of conduit, enclosures, wiring, connections and controls up to 480 V for new construction.
- Repair and maintain cathodic protection systems, Overhead cranes, Automatic Overhead Doors and other electrically operated equipment.
- Splice cables up to 500 MCM.
- Read and interpret schematics for power distribution systems up to 33 KV including repair and maintenance of 10 MVA transformers.
- Work at elevated heights.

- In addition to his normal jobs, he should assist and participate in other maintenance activities.
- Carry out established Preventive Maintenance procedures on electrical equipment.
- Write reports, complete forms and mark up drawings and other documentation.
- Safe and proper care of tools.
- Work as a team with operations, technical, and maintenance.
- Improve instrument reliability and reduce maintenance costs.
- Participate in company safety and training programs.
- Train Subordinates & coworkers. Report on work progress & maintenance activities.

Job Description

Baseload - Equipment Operator /Crane / Forklift /Self Loader / Lorry Loader crane / Tow truck/ Wogod Fuel Tanker

Educational Qualification:

- Fluent knowledge of English language (Speak, Read, and Write).
- Graduate certificate from High School (10th Standard).
- Be physically and medically fit with regard to eyesight, hearing, reflexes and climbing in and out of various equipment.

Work Experience & Certification Requirements (Ref: As Per QP-REG-Q-001):

- Valid Qatari driving license for Crane, Med Truck, Forklift & Car.
- Valid Third party certificate for Mobile crane operator.
- Valid Third party certificate for Forklift operator.
- Valid Third party certificate for Lorry Loader crane operator.
- Minimum 3rd party training three days for fresh hands in country and two days for the refreshers.
- Minimum three years work experience in a similar capacity from lifting and transporting company in operation of fork lift, trucks, self-loader etc.
- Should have worked as a crane operator at least three years with different types crane RT, AT, & TM).
- Should have work experience for different crane capacity starting from 3T up to 90T or higher.
- All crane operators must be certified for each crane they have to operate; All 3rd party certificates provided to crane operators shall indicate the operator's proficiency in English and the type, model & capacity of crane the operator has been tested and certified.
- Statement of crane capacity and type shall be clearly marked on the certificate.

Job Description (but not limited to):

- Apply plant safety standards and maintenance procedures while performing the work.
- Drive all types of automobiles and mobile heavy equipment as per Q-Chem regulations.
- Operate heavy equipment delivered by contractor in a safe and efficient manner.
- Should know all signals and rigging standards.

- Equipment operators shall be responsible for ensuring that his equipment is functioning correctly, and properly maintained, and checked against an approved checklist each and every time the equipment is operated.
- Check that the equipment being used is in good condition and certified for use
- Carry out minor repairs and Preventive maintenance and inspection checks daily on all heavy mobile equipment.
- In addition to his normal jobs, he should assist and participate in other maintenance activities.
- Predict troubles of mobile equipment and advise supervisor equipment failures.
- Will be subject to in-house training on safety, quality improvement tools to participate in Q-Chem continuous improvement.
- Equipment operator shall be able to operate all type of equipment as mentioned in **APPENDIX (4)** wherever applicable to current job description.

Job Description

Baseload – Fabricator

Educational Requirements:

- Fluent knowledge of English language (Speak, Read and Write).
- Graduate certification from High School (10th Standard) or trade training certificate from recognized institution

Work Experience:

- Experience certificate as fabricator from Petrochemical Plant or Construction Company.
- Minimum Three years' work experience in similar capacity in a process or construction company.

Job Description (but not limited to):

- Understand and apply the plant safety standards and maintenance procedures while performing the work.
- Drive forklift and other mobile equipment as per Q-Chem regulations.
- Ability to operate all types of hand and pneumatic tools.
- Make field sketch get it approved by Q-Chem and fabricate job independently.
- Apply the Company piping class, standards, etc., while performing the work.
- Read isometric and other engineering drawing and carry out job accordingly.
- Ability to make sketch and fabricate miter joints.
- Good knowledge of piping and related specifications, i.e. schedule, rating, etc.
- In addition to his normal jobs, he should assist and participate in other maintenance activities.
- Able to use cutting torch and welding machines for cutting and tack welding job.
- Able to work on plasma cutting machine
- Will be subject to in-house training on safety, quality improvement tools to participate in Q-Chem continuous improvement.
- Ability to work at Elevated heights.

Job Description

Baseload - I&E Technician (Fire & Gas)

Minimum Qualifications:

- Fluent knowledge of English language (Speak, Read and Write).
- 3 years Diploma in Electrical/Electronics/Instrumentation or 2 years Diploma in Electrical/Electronics/Instrumentation after higher secondary school (12th standard).

Minimum Work Experience:

- Minimum of 3 years work experience with Fire & Gas system installation and maintenance preferably in a petrochemical, Oil, and Gas plant.

Job Requirements (but not limited to):

- Understand and follow plant safety standards and procedures. Be familiar with typical petrochemical plant safety hazards.
- Understand and follow standard maintenance procedures.
- Understand and follow manufacturer's troubleshooting and maintenance procedures.
- Correctly use and care for test and calibration equipment.
- Follow good housekeeping practices.
- Troubleshoot and repair pneumatic, electronic and "smart" instruments.
- Troubleshoot and repair PLC's, and TMR systems (Triconex).
- Calibrate pneumatic, electronic and digital instruments.
- Overhaul control valves and other instruments.
- Read and understand P&ID, Loop, Logic and Electrical drawings.
- Follow ISO procedural requirements for calibration and record keeping.
- Tune feedback control loops.
- Follow plant preventive maintenance procedures.
- Function test safety critical instrument systems following provided written procedures.
- Understand maintenance and calibration requirements for instrument systems such as compressor controls, vibration monitoring, boiler controls, interlock systems, emergency shutdown systems, fire and gas detection systems.

- In addition to his normal jobs, he should assist and participate in other maintenance activities.
- Safe and proper care of tools.
- Work as a team with operations, engineering, and maintenance.
- Take initiative, look for opportunities to improve instrument reliability and reduce maintenance costs.
- Actively participate in company safety and training programs.
- Train Subordinates & co-workers. Report on work progress & maintenance activities.

Job Description

Baseload - Instrument Technician

Minimum Qualifications:

- Fluent knowledge of English language (Speak, Read and Write).
- 3 years Diploma in instrumentation or 2years Diploma in instrumentation after higher secondary school (12th standard).

Minimum Work Experience:

- 3 years' work experience as an Instrument Technician in a petrochemical, Oil, and Gas plant with experience in maintenance, commissioning, loop testing and start-up activities.

Job Requirements (but not limited to):

- Understand and follow plant safety standards and procedures. Be familiar with typical petrochemical plant safety hazards.
- Understand and follow standard maintenance procedures.
- Understand and follow manufacturer's troubleshooting and maintenance procedures.
- Correctly use and care for test and calibration equipment.
- Follow good housekeeping practices.
- Troubleshoot and repair pneumatic, electronic and "smart" instruments.
- Troubleshoot and repair PLC's, and TMR systems (Triconex).
- Calibrate pneumatic, electronic and digital instruments.
- Overhaul control valves and other instruments.
- Read and understand P&ID, Loop, Logic and Electrical drawings.
- Follow ISO procedural requirements for calibration and record keeping.
- Tune feedback control loops.
- Follow plant preventive maintenance procedures.
- Function test safety critical instrument systems following provided written procedures.
- Understand maintenance and calibration requirements for instrument systems such as compressor controls, vibration monitoring, boiler controls, interlock systems, emergency shutdown systems, fire and gas detection systems.

- In addition to his normal jobs, he should assist and participate in other maintenance activities.
- Safe and proper care of tools.
- Work as a team with operations, engineering, and maintenance.
- Take initiative, look for opportunities to improve instrument reliability and reduce maintenance costs.
- Actively participate in company safety and training programs.
- Train Subordinates & coworkers. Report on work progress & maintenance activities.

Job Description

Baseload - Mechanical Technician

Educational Requirements:

- Fluent knowledge of English language (Speak, Read and Write).
- 3 years Diploma in Mechanical or 2 years Diploma in Mechanical after higher secondary school (12th standard) or Trade training certificate from recognized industrial training Institute(2 Years ITI or 2 Years NCVT -National Council for Vocational Training Certificate) or 3 Years Mechanical based Diploma(Industrial Engineering, manufacturing, Automobile, Aeronautical, Mechatronics since it completely covers the required Technical Mechanical subjects for this position) or Degree in Mechanical

Work Experience:

- Minimum 3 years' experience as a Mechanical Technician in a Petrochemical, Oil & Gas plant.
- Ability to perform work normally independently.
- Ethylene/Polyethylene plant experience will be an added advantage.

Job Description (but not limited to):

- Ability to read drawings and instructions, to install/remove, overhaul rotating equipment or parts.
- Ability to set, align and install/remove rotating equipment or parts.
- Ability to troubleshoot and analyze equipment problems, and to request required spare parts.
- Ability to overhaul and repair rotating equipment i.e. compressors, blowers, pumps and fans, mixers, mechanical seals etc.
- Carryout day to day plant maintenance work independently.
- Implement mechanical preventive maintenance, follow established procedures and record all results.
- Carry out maintenance jobs on static equipment, valves, pipelines, exchangers, vessels, columns etc.
- Ability to drive forklifts as per Q-Chem regulations is preferred.

- In addition to his normal jobs, he should assist and participate in other maintenance activities.
- Will be subject to in-house training on safety, quality improvement to participate in Q-Chem continuous improvement.
- Understands and apply plant safety standards and maintenance procedures while performing work.
- Knowledge of materials commonly used in chemical service:

Pipes	:	Size, schedule and metallurgy
Valves	:	Size, type, trim and metallurgy
Gaskets	:	Size, type, and installation
Fittings	:	Sizes, rating and type

- Reading of drawings and instructions and layout/installation of piping.
- Operate workshop mechanical equip i.e. grinding machine, power saw, etc.

Job Description

Baseload - Pipe Fitter

Education requirement:

- Fluent knowledge of English language (Speak, Read and write).
- Secondary School Certificate (10th Standard). or High School Certificate (12th Standard), Preferred Technical school or Trade training certificate from recognized industrial training Institute(2 Years ITI or NCVT -National Council for Vocational Training Certificate) or 3 years Diploma in Mechanical or 2 years Diploma in Mechanical after higher secondary school (12th standard)

Work Experience:

- Minimum 3 years' experience as a pipe fitter in a Petrochemical, Oil & Gas plant.
- Ability to perform work independently.
- Typical plant experience will be an added advantage.

Job Description (but not limited to):

- Reading of drawings and instructions and layout/installation of piping.
- Ability to work on static equipment.
- Basic knowledge of rotating equipment, Valves, etc.
- Knowledge of materials commonly used in chemical service:

Pipes	:	Size, schedule and metallurgy
Valves	:	Size, type, trim and metallurgy
Gaskets	:	Size, type, and installation
Fittings	:	Sizes, rating and type

- Knowledge of bolting, gaskets etc.
- Ability to work at elevated heights.
- Able to inform supervisor concerning changes in drawings while performing work in order to update the drawings and technical acceptance.
- Have excellent knowledge of piping and related specifications, i.e. schedule, rating etc.
- Operate workshop mechanical equip i.e. grinding machine, power saw, etc.
- Operate all types of hoses and pneumatic tools.
- In addition to his normal jobs, he should assist and participate in other maintenance activities.

- Will be subject to in-house training and toolbox meetings on safety, quality improvement tools to participate in Company continuous improvement.
- Understand and apply the plant safety standards and maintenance procedures while performing work.
- Drive forklift and other mobile equipment as per Q-Chem regulations.

Job Description

Baseload - Rigger

Educational Requirement:

- Fluent knowledge of English language (Speak, Read and Write).
- Graduate certificate from High School (10th Standard)

Work Experience & Certification Requirements (Ref: As Per QP-REG-Q-001):

- Minimum three years' work experience as a Rigger in a Petrochemical, Oil and Gas Plant.
- Ability to perform work independently and in strict compliance with safety requirements.
- Should have a thorough knowledge of rigging standards and specifications.
- Valid Third-party certificate for rigging.

Job Description (but not limited to):

- Ability to carry out different types of rigging jobs
- Rigging of loads up to 200 tons.
- Visual inspection of slings shackles spreader bars for serviceability.
- Ability to work at elevated heights
- Carryout minor repairs and Preventive Maintenance and inspection checks daily on rigging accessories, crane etc.
- In addition to his normal jobs, he should assist and participate in other maintenance activities.
- Will be subject in-house training on safety, quality improvement tools to participate in Q-Chem's continuous improvement.
- Understands and apply plant safety standards and maintenance procedures while performing the work.

Job Description

Baseload - Valve Technician

Education requirement:

- Fluent knowledge of English language (Speak, Read and write).
- Graduate certificate from High School (10th Standard).
- Trade training certificate from recognized institution.
- Completion of at least one safety valve manufacturers' training course (i.e. Anderson Greenwood, Consolidated, Farris, Crosby etc.) or alternatively a minimum of five years of employment in a Safety Relief Valve Repair Shop.
- Experience certificate from process and Construction Company.

Work Experience:

- Minimum three years of experience as a valve technician or pipe fitter in a Petrochemical, Oil & Gas plant.
- Minimum three years of employment in a Safety Relief Valve Repair Shop.
- Experience in various duties involving servicing and setting various types of Pressure Relieving Devices
 - Experience in operating and maintaining lapping machine and reading optical flats
- Ability to perform work independently.

Job Description (but not limited to):

- Reading of drawings and instructions and layout/installation of piping.
- Ability to work on static equipment.
- Basic knowledge of rotating equipment, Valves, etc.
- Knowledge of inspection of Pressure relieving devices and spares.
- Good knowledge of hydro testing of pipe spools, vessels and hoses
- Knowledge of materials commonly used in chemical service:

Pipes	:	Size, schedule and metallurgy
Valves	:	Size, type, trim and metallurgy
Gaskets	:	Size, type, and installation
Fittings	:	Sizes, rating and type

- Ability to work at elevated heights.
- Able to inform supervisor concerning changes in drawings while performing work in order to update the drawings and technical acceptance.
- Have excellent knowledge of piping and related specifications, i.e. schedule, rating etc.
- Operate workshop mechanical equip i.e. grinding machine, power saw, etc.
- Operate all types of hoses and pneumatic tools.
- In addition to his normal jobs, he should assist and participate in other maintenance activities.
- Will be subject to in-house training and toolbox meetings on safety, quality improvement tools to participate in Company continuous improvement.
- Understand and apply the plant safety standards and maintenance procedures while performing work.

Job Description

Baseload - Welder

Educational Requirements:

- Fluent knowledge of English language. (Speak, Read and Write).
- Graduate certification from (10th Standard)
- Certificate from a recognized institution as welder trade (ITI certificate).
- Holds weld certificate on welding procedures in GAS, ARC, and MIG & TIG welding to relevant ASME, BS and API codes.
- Provide Certified Welders qualified in the weld procedure required to perform work. CONTRACTOR to submit the quality plan to re-qualify the welders.

Work Experience:

- Minimum three years' work experience as a Welder in a Petrochemical plant.
- Ability to perform work independently.
- Welders shall require monitoring by contractor QA/QC program to qualify and to re qualify for welding procedures required to perform work.

Job Description (but not limited to):

- Shall be able to deposit a sound weld which will be inspected by certified welding inspector and tested for its conformity.
- Knowledge about various welding consumables and its maintenance.
- Up to date knowledge of welding safety and equipment safety.
- Ability to read and understand welding procedures, specifications etc.
- Reading of drawings and instructions, layout and fabrication of systems as request.
- Ability to work on Carbon Steel, Arc, Cast Iron, Stainless Steel, special alloy and Aluminum etc.
- Ability to carry out SMAW, TIG, MIG, Gas, etc. welding in all positions on Pipelines, Vessels structures and equipment.
- Ability to carry out Soldering and Brazing works.
- Being able to qualify for the all welding procedures and standards.
- Understand and apply the plant safety standards and maintenance procedures while performing the work.
- In addition to his normal jobs, he should assist and participate in other maintenance activities.

- Drive forklift in order to take portable welding machine to site and bring materials from stores, etc. They should be qualified according to Q-Chem requirements.
- Will be subject to internal training on safety, quality improvement tools to participate in Q-Chem continuous improvement.
- Understands and apply safety standards and maintenance procedures while performing the work.

- Be capable of reading, speaking, writing and understanding the English language sufficient for the fulfillment of their function in a safe manner.
- Physically fit with regard to eyesight, hearing, reflexes and ability to handle lifting gear and equipment.

Training and Certification Requirements

- All forklift operators shall have a valid Qatari driving license, (Grade/Class?) up to six tons and (Grade/Class?) for above six tons in the new Qatari driving license.
- Valid certificate of competence issued by an approved Third Party Certifying Authority (TPCA) as per QP/RLOC requirements
- Hold a laminated identification card with photograph issued by the approved TPCA

Job Requirements (but not limited to)

- Excellent organization and documentation skills
- Ability to handle multiple tasks concurrently
- Plan and issue instructions for loading containers and trucks.
- Assist with physical inventory of PE stocks.
- Records and maintains PE loading documents on shift.
- Monitor stuffing activities to ensure high quality of products for shipment.
- Perform forklift operations within warehouse
- Physically capable of lifting 25kg over head
- Physically capable of climbing ladders, climbing in and out of various vehicles (forklifts, trucks, cranes etc.)
- Physically capable of working outdoors in temperatures approaching 120°F
- Support a working environment of empowerment that takes responsibility for personal quality of work
- Operate RLOC warehouse operations within the culture, laws and environment of Qatar
- Responsible for all aspects of team safety within warehouse work area
- Maintain effective team communications
- Perform other duties in addition to regular duties as required

30. WAREHOUSE OPERATOR

Minimum Qualifications (Per QP-REG-Q-001)

- Minimum 21 years of age
- 1 year experience of warehouse operations including forklift operation.
- Be educated to a minimum secondary level
- Be capable of reading, speaking, writing and understanding the English language sufficient for the fulfillment of their function in a safe manner.
- Physically fit with regard to eyesight, hearing, reflexes and ability to handle lifting gear and equipment

Training and Certification Requirements

- All forklift operators shall have a valid Qatari driving license, up to six tons and for above six tons in the new Qatari driving license.
- Valid certificate of competence issued by an approved Third Party Certifying Authority (TPCA) as per QP/RLOC requirements
- Hold a laminated identification card with photograph issued by the approved TPCA

Job Requirements (but not limited to)

- Ability to handle multiple tasks concurrently
- Capable of being trained to operate warehouse electronic inventory tracking equipment
- Physically capable of lifting 25kg over head
- Physically capable of climbing ladders, climbing in and out of various vehicles (forklifts, trucks, cranes etc.).
- Physically capable of working outdoors in temperatures approaching 120°F
- Operate forklift to move PE inventory within warehouse. Should possess valid Qatari driving license and third party certificate for fork-lift operation.
- Perform all operations required to bulk load sea containers
- Load PE product onto trucks
- Perform record keeping of inventory movements using bar code and/or pre-designated forms
- Assist with physical inventory and troubleshooting of missing inventory
- Support a working environment of empowerment that takes responsibility for personal quality of work

- Responsible for all aspects of team safety within warehouse work area
- Operate RLOC Warehouse operations within the culture, laws and environment of Qatar
- Responsible for warehouse inventory accuracy, proper labeling of packaging and accurate loading of trucks & sea containers per Shipping Team instructions
- Maintain effective team communications
- Perform other duties in addition to regular duties as required

31. Inventory Clerk

Minimum Qualifications

- Minimum 21 years of age
- 1 year experience of warehouse operations including forklift operation.
- 2 years warehouse inventory experience.
- College degree or equivalent.
- Fluent knowledge of English language (Speak, Read and write).
- Some formal computer training or a minimum of 2 years' experience using e-mail, word processing and spreadsheet software.

Training and Certification Requirements

- Shall have a valid Qatari driving license for light vehicles.
- Valid certificate of competence issued by an approved Third Party Certifying Authority (TPCA) as per QP/RLOC requirements
- Hold a laminated identification card with photograph issued by the approved TPCA

Job Requirements (but not limited to)

- Excellent organization and documentation skills
- Ability to handle multiple tasks concurrently
- Strong data entry and analytical skills
- Must be willing and capable of quickly learning new office related and data entry software
- Physically capable of lifting 25kg over head
- Physically capable of climbing ladders, climbing in and out of various vehicles (forklifts, trucks, cranes etc.)
- Physically capable of working outdoors in temperatures approaching 120°F
- Record and track warehouse inventory movements
- Plan and issue instructions for loading trucks and containers
- Perform data entry into Logistics inventory management system as required
- Perform physical inventory counting
- Handle inter-office duties and reports, supporting other sections of Logistics
- Support a working environment of empowerment that takes responsibility for personal quality of work
- Operate RLOC within the culture, laws and environment of Qatar
- Responsible for all aspects of team safety within Logistics
- Maintain effective team communications
- Perform other duties in addition to regular duties as required

32. Assistant Inventory Clerk

(Position intended to assist the Inventory clerk. Position expected to be filled by upgrading Warehouse Operators that have been identified for excellent work performance)

Minimum Qualifications

- College degree or equivalent.
- Fluent knowledge of English language (Speak, Read and write).
- Some formal computer training or a minimum of 2 years' experience using e-mail, word processing and spreadsheet software.

Minimum Work Experience

- 2 years warehouse experience.

Job Requirements (but not limited to)

- Excellent organization and documentation skills
- Ability to handle multiple tasks concurrently
- Strong data entry and analytical skills

CONTRACT No. RL/TC/M/45/18

Initialed on behalf of CONTRACTOR

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Minimum Work Experience

- 10 to 15 years work experience in refinery or petrochemical plant, out of which minimum 5 years worked as in charge in of maintenance section.
- Understand and follow plant safety standards and procedures.
- Be familiar with petrochemical plant safety hazards.

Job Requirements (but not limited to)

- Overall management and control of the total function, technical, personnel and administration of the contract work force.
- Analyzing the needs of the contractor, setting the objectives, standards, planning, problem solving and decision making.
- Should be able to communicate as a direct link between the contractor management and RLOC.
- Follow up the overall Contractor safety,

25. Rotating Equipment Reliability Technician (will be provided upon available requirement)

26. STORE KEEPER (MATERIAL WAREHOUSE)

Minimum Qualifications

- High School degree or equivalent.
- Fluent knowledge of English language (Speak, Read and write).
- Formal computer training or a minimum of 2 years' experience using word processing, spreadsheet and e-mail.

Minimum Work Experience

- 3 years work experience as a Store Keeper/Inventory Clerk in a petrochemical plant.
- Worked in Computerized Management System.

Job Requirements

- Understand and follow plant safety standards and procedures.
- Knowledge of commodity Materials, like valves, flanges, gaskets, piping, nuts, bolts, etc.
- Good knowledge of piping materials, related specifications and international standards.
- Excellent organization and documentation skills.
- Ability to handle multiple tasks concurrently.
- Strong data entry and analytical skills.
- Must be willing and capable of quickly learning new office related and data entry software.
- Physically capable of climbing ladders, climbing in and out of various vehicles (forklifts, trucks, cranes etc.)
- Familiar with chemical segregations and storage.
- Able to read and understand MSDS for proper chemical handling.
- Physically capable of working outdoors in temperatures approaching 120°F
- Record and track warehouse inventory movements.
- Plan and issue instructions for loading and unloading.
- Perform physical inventory counting.
- Handle inter-office duties and reports, supporting other sections of Material warehouse.
- Operate RLOC within the culture, laws and environment of Qatar.
- Responsible for all aspects of team safety within the warehouse.
- Maintain effective team communications.
- Perform other duties in addition to regular duties as and when required

27. Yard Operators

Minimum Qualifications

- Be at least 25 years of age
- Be educated to a minimum secondary level
- A minimum of five years' experience
- Be capable of reading, speaking, writing and understanding the English language sufficient for the safe operation of the crane, equipment
- Be physically and medically fit with regard to eyesight, hearing and reflexes

Training and Certification Requirements (Per QP-REG-Q-001)

- Valid Qatar driving license (Grade/Class ?) or as authorized for mobile crane in the new Qatari driving license

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- Valid Qatar driving license (Grade/Class ?) or as authorized for Tractor Trailer in the new Qatari driving license
- Valid certificate of competence issued by an approved Third Party Certifying Authority (TPCA) as per QP/RLOC requirements
- Hold a laminated identification card with photograph issued by the approved TPCA

Job Requirements (but not limited to)

- Physically capable of lifting 25kg over head
- Physically capable of climbing ladders, climbing in and out of various vehicles (forklifts, trucks, cranes etc.)
- Physically capable of working outdoors in temperatures approaching 120°F
- Use dock yard equipment to move full and empty sea containers to and from designated areas safely
- Team member for hydrocarbon and sulfur bulk loading
- Perform record keeping of container movements onto pre-designated forms if required
- Assist with physical inventory and troubleshooting of missing containers
- Perform other duties in addition to regular duties as required
- Support a working environment of empowerment that takes responsibility for personal quality of work
- Operate RLOC dock operations within the culture, laws and environment of Qatar
- Responsible for all aspects of team safety within dock work area
- Maintain effective team communications
- Perform other duties in addition to regular duties as required

28. Dock Clerk

Educational Requirements

- Fluent knowledge of English language (Speak, Read and Write).
- College degree or equivalent

Work Experience/Qualifications

- Dock operation and container inventory management experience is a plus but not required.
- Demonstrated leadership and problem solving skills
- Able to work with minimum supervision
- Proficient with PC's and Plant Information Systems
- Excellent organization and documentation skills
- Strong data entry and analytical skills
- Ability to handle multiple tasks concurrently
- Physically capable of working outdoors in temperatures approaching 50 deg C.
- Physically capable of lifting 25 kg bags.
- Physically capable of climbing ladders, climbing in and out of various vehicles (forklifts, trucks, cranes, etc.)
- Proficient in speaking, reading and writing English (Full English Comprehension).

Job Description (but not limited to)

- Accurately record and track container movements to and from vessels and within container yards
- Perform data entry into Warehouse Management System
- Work with the Inventory Team in over-all Logistics operation concerning inventory management.
- Learn and perform Inventory Clerk role.
- Support a working environment of empowerment that takes responsibility of personal quality of work.
- Operate Logistics operation within the culture, laws and environment of Qatar.
- Maintain effective team communication
- Role models safety and all RLOC and Logistics safety programs
- Promotes "Customer Satisfaction" by maintaining product quality standards and production schedule.
- Support Qatari Development Program

29. STUFFING COORDINATOR / CONTAINER HANDLING OPERATOR (LOGISTICS)

Minimum Qualifications

- Minimum 21 years of age
- 1 year experience of warehouse operations including forklift operation.
- Be educated to a minimum secondary level

