

Admin Assistant, Commissioning and Service

Are you an experienced Admin Assistant, Commissioning and Service ready to leave your mark on the global energy industry?

Join our Technology Solutions team in Singapore! As a leading Telecom System Integrator (TSI) with 40 years of experience in EPCI communication and IT solutions for Oil & Gas, we offer you the chance to join a dedicated Project Engineering department where your work truly makes a difference.

Do you thrive in a fast-paced environment and enjoy supporting multiple projects? Are you detail-oriented and possess excellent administrative skills? If so, we want to hear from you!

About the Role:

We are seeking a highly organized and motivated Admin Assistant, Commissioning and Service to join our dynamic team. In this role, you will play a vital role in supporting our Commissioning Manager ensuring the smooth execution of projects and commissioning activities from start to finish.

Responsibilities:

- Assist the Commissioning Manager in tracking project tasks, deliverables, deadlines, and action items.
- Handle the commissioning & service order process, from quotations to invoicing.
- Following-up invoices from suppliers/vendors and prepare draft invoices for review
- Assist the Commissioning Manager in manpower mobilization scheduling.
- Prepare all necessary paperwork for manpower mobilization, including visa applications, yard entry permits, safety inductions, course certifications, flight tickets, and accommodations.
- Coordinate and facilitate warranty claims for faulty equipment (RMA).
- Assist in submission and consolidate timesheets received from project sites.
- Checking and processing expense claims for internal employees
- Prepare packing lists for materials required for various jobs.
- Take meeting minutes and generate status reports for project stakeholders.
- Assist the Project Managers, Commissioning Manager and other team members with administrative tasks as needed.

Qualifications:

- Diploma or relevant qualification in a related field.
- Proven experience in a project management support role (or similar) is a plus.
- Strong spreadsheet and database literacy (e.g., MS Excel, MS Access) is a must.
- Excellent communication, interpersonal, and organizational skills.
- Ability to prioritize tasks, manage time effectively, and meet deadlines.
- Detail-oriented and meticulous with a strong sense of accuracy.
- Ability to work independently and as part of a team
- Adaptable and have the ability to deal with ambiguity

Welcome to Semco Maritime

At Semco Maritime, we are energy pioneers - working together to create a sustainable energy future through our innovative solutions and services. With us, you will be part of a community of over 2,000 dedicated people who are driving change and making a real difference in meeting the world's growing energy demand.

You will experience an international, inclusive and inspiring workplace where diversity, collaboration and a healthy work-life balance are not just buzzwords but integrated values that drive our success.

This is a permanent, full-time position based at our Jurong East office in Singapore.

Become an energy pioneer

We conduct our interviews on an ongoing basis, so if you are interested, please submit your application as soon as possible via the link on the page.

If you have any questions, you are more than welcome to contact Hazel Ting at hting@semcomariitme.com

Let's drive change together. Apply today to leave your mark on the global energy industry.

We cannot wait to hear from you!