



JOB DESCRIPTION

Job Title	: Commercial Officer
Department	: Survey and Commercial Department
Reporting to	: Survey and Commercial Manager
Other interactions	:
Primary function	:

No.	BPMN References	Task and Responsibilities (main focus):
1	3.1	Understand Client needs through existing ITB (instruction to bid) documents
2	3.1	Translate the requirements provided by the Client in the form of a tender document which will be submitted at a predetermined time
3	3.1	Partition Client requirements according to the department that will support them and coordinate with the relevant departments/service providers
4	3.1	Create and compile the required documents
5	3.1	Provide preliminary analysis of a tender from prebid meetings attended
6	3.1	Understand the amount of the required Bid Bond which will then be informed to the relevant internal department.
7	3.1	Coordinate with the relevant departments to ensure that all information contained in the tender document is conveyed and obtains feedback to identify work opportunities whether or not they can be implemented.
8	3.1	Make commercial calculations of the scope of work tendered by referring to information obtained from all relevant departments
9	3.1	Ensuring that all information from clients regarding information that must be provided by the office can be carried out with a quick response and solution
10	3.1	Sending Tender documents according to the deadline set by the Client
11	3.1	Conduct training to learn TKDN calculations and also webinars held by related agencies or institutions
12	3.1	Improve capabilities in advanced MS calculations. Excel for making Tender Prices and carrying out TKDN orders

Other focus :

1	Coordination with team leader/party chief for all works based on SOP (Standard Operating Procedure)
2	Coordination with team leader/party chief when the finding non technical matters

QHSE duties - Employer and Employees :
Employees have health and safety duties as well as employers. This reflects the fact that for good safety management it is essential for the employer and employees to work together.

An employee's duties are to :

1	Take reasonable care of the health and safety of themselves and of others who may be affected by what they do or do not do
2	Cooperate with the employer on health and safety matters / co-operate with company requirements to ensure that statutory are met
3	Not misuse any equipment that is provided for safety purpose
4	Follow instructions from the employer on health and safety matter and attend relevant health and safety training
5	Report hazards and defects observed in the workplace
6	Promote the implementation and continuous improvement of the QHSE system
7	Abide by both client and company rules as described in the QHSE-MS

The tasks/duties and responsibilities as described herein are intended as a guide only and it should be understood that operational demands might at times require employee to perform duties not included in this description

Name :		Signature :		Date :	
Acknowledge by					
Name :		Signature :		Date :	
Name :		Signature :		Date :	