

Join PTAS Aker Solutions

PTAS Aker Solutions is a joint venture between PTAS and Aker Solutions. The company is locally managed with the full support of Aker Solutions' international expertise, processes and technology. The company has a strong focus on safe execution, efficient work processes, maximizing the use of new digital technologies, continuous improvements, and ensuring development of employee competencies through training and upskilling of locals.

Project Control Assistant

Position Summary

- Registering and uploading of man-hours into TRS generated by offshore personnel and verifying OT-approved timesheet
- Follow up on offshore missing timesheets and CSR and/or Superintendent approval; including Liaising with engineering/planning departments and/or Business Partners on discrepancies in Job Cards and late timesheets
- Provide reports on man-hours to HSSE, LBD, Material, Planning, and Project Control & Finance
- Ensure timely input of offshore personnel timesheet into SAP based on the signed timesheet and/or input of overtime before payroll cut-off date
- Prepare monthly overtime report to ensure it does not exceed the maximum monthly limit.
- Assist in reconciliation and expediting of time writing and reimbursable cost queries
- Monthly PT and NPT man-hours to the client
- Issuing invoice (debit note) to Business Partners/Vendors for back charge cost
- Assist in creating new job code in SAP and activities in AKIMS
- Assist in updating Business Partners personnel work permit details into TRS
- Support internal and external audits

Requirement & Experience

- Diploma in a relevant discipline or an equivalent combination of education and work-related experience
- 1 – 3 years' experience within Project Control or a similar environment / industry