

## 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 Administrator

### 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 preparing monthly cost verification to the client for "no show and late cancellation report" received from the logistic department.
- 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.
- Assist in reporting to business from all departments, sites, disciplines, and subcontractors in accordance with project routines
- Report to Manager and/or Project Control Coordinator/Lead all matters of importance

### Requirement & Experience

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