

## JOB POSTING

Title	Technical Clerk	Job Classification Number	A 00281
Department /Project	<b>ABJ Fabrication Facilities</b>  ABJ Engineering & Contracting Co. KSC (Closed) is a wholly owned subsidiary of Kharafi National. From sophisticated design to precision manufacturing, the Company offers a diversified range of products such as Pressure Vessels, Columns/Towers, Process Equipment Modules, Modularized Industrial Structures like Pipe racks, Piping & Valve Skids, Shell & Tube Heat Exchangers, Packaged Evaporator & Deaerator Units for Desalination Plants, Pre-fabricated Pipe spools, Shop fabricated Tanks, Architectural Roof Structures for International Stadiums		
Reports to	<b>Project Manager/ Sr Project Engineer - Technical Office</b>		

### **MAIN PURPOSE OF JOB**

To maintain all administrative work and formalities in order to facilitate the flow of production on site, according to Company policies and procedures.

### **JOB DESCRIPTION SUMMARY**

1. To review technical documents, to obtain information such as materials, priorities, and personnel requirements.
2. To compile schedules and orders.
3. To support the provision of services.
4. To control files on maintenance records, bills of materials and cost reports and the associated information.
5. To prepare office memos and handle the correspondence.

### **EDUCATION, SKILLS AND EXPERIENCE**

#### **Essential:**

- A High School Certificate or equivalent
- Knowledge of American standard for Specification
- Able to read and understand Material Specifications

#### **Skills and Experience:**

- Communication Skills
- Ability to work under pressure
- Cooperation
- Good Computer Knowledge
- 3 to 6 Years of Work experience in a Technical Office with clerical duties