



**pt. gearindo prakarsa**  
CONSTRUCTION, ELECTRICAL, MECHANICAL



# WE ARE HIRING



**Associate  
Performance And  
Reporting (SCM  
Department)**



**SEND YOUR CV**

**[hrd05@gearindoprakarsa.co.id](mailto:hrd05@gearindoprakarsa.co.id)**

## **Associate Performance And Reporting (SCM Department)**

Requirements:

1. S-1 Management, Engineering, or Accounting; Business Administration, or Law;
2. Minimum of 1 year experiences in Accounting or Finance report, Procurement or SCM Support.
3. Required skills: Good communication skills, Computer: MS Office, Good interpersonal skills and good networking

Send your CV now to:  
[hrd05@gearindoprakarsa.co.id](mailto:hrd05@gearindoprakarsa.co.id)

# Job Description

1. Support prepare Procurement & Logistic data report (SC08, SC10, MP01, MP02, MP03, etc.);
2. Support and analyze data for monthly, quarterly and annually report;
3. Support reports that comply with company regulations internal & external;
4. Support and prepare approval document to SKK Migas;
5. Support gathering information data from other regional WK PEP as consolidation;
6. Support evaluate data KPI Management & Audit Internal-External;
7. Support and prepare approval othe the document process & operationa; activities at KSO;
8. Support the preparation of company procedure and assurance;