**LIST OF JOB VACANCY**

1. **Maintenance Planner Supervisor (1x)**

**Job Description:**

* Presenting daily unit breakdown monitoring reports in the form of daily unit breakdown reports.
* Reviewing the service schedule (planning service) periodically for all units and ensuring that part service for all units is available in the warehouse/logistics.
* Create and monitor Daily Physical Availability (Daily PA) reports in the form of daily, weekly, monthly and yearly reports.
* Planning the Budget Requirements Plan for tools, equipment, tires, oil & lubricants, parts service, spare parts and general goods materials (BBU) workshops every month and yearly.
* Make data mapping of the needs of spare parts, and tools that will be used by mechanics to complete the target unit breakdown.
* Controlling all spare parts that have become Material Request (MR) related to their outstanding and realization of MR breakdown units that have waiting part status.
* Monitor tool assets, special tools, tool workshops, measurement tools, tool boxes, tools handover reports, tools loss reports, tools damage reports, and tools inspection forms every month by the tools coordinator.

**Requirements:**

* Have a Bachelor Degree in Mechanical Engineering or equivalent
* Have experience in Mining Company
* At least 5 years of working experience in the related field
* Have work experience for handling heavy equipment
* Have Basic Mechanical Certificate, POP, and any relevant certification
* Have good Proficiency in using Microsoft Office and analyzing data
* Able to make reports professionally
* Have a good communication and leadership skill

1. **Mine Plan Engineer (1x)**

**Job Descriptions:**

* Create a mine plan map that describes the crest toe, ramp, sump, elevation and others
* Make daily mine design/planning which includes: work location (excavation location), work area boundary (boundary pit), mining sequence, total OB and Coal production plan, material stockpiling location and capacity (Waste Dump), equipment allocation (fleet allocation), road (ramp), mine drainage, and estimation of OB discharge distance.
* Ensure monthly plans are in place to create daily and weekly mining sequences.
* Evaluate with a high level of complexity the total volume of OB material and coal that has been mined in the pit periodically.
* Conduct daily field visits to control the mining implementation so that it is in accordance with the plans that have been made and provide recommendations for corrective actions with a high level of complexity if needed.

Make a plan review and evaluation of the actual, which includes stripping limits, boundaries and elevations, as well as factors that affect the deviation between the plan and actual.

Prepare and publish the Minutes of Monthly Volume Calculation Results in the form of draft Minutes of Invoicing (BAI).

**Requirements:**

* Have a Bachelor Degree in Mine Engineering
* Have experience at least 3 years in the related field in coal mining company
* Have a certificate (POP) is preferred
* Have good proficiency in Mining Software (Minescape and Argis)

1. **Mine Operation Supervisor (2x)**

**Job Description:**

* Coordinate with the Engineering Section Head to discuss the mining operational work plan on a monthly, weekly, daily scale
* Planning the use of production units, the number of which is adjusted to the capacity and productivity (fleet utilization)
* Distribute production work tasks and targets to their work units
* Provide production success parameters (unit productivity) to work units and contractors
* Monitor the achievement of productivity and short-term production targets
* Provide solutions, and directions to resolve obstacles in the field
* Develop sustainable solutions for mid-term and long-term interests
* Monitor the production work area according to the design and parameters of the Engineering Department

**Requirements:**

* Minimum Senior High School / SLTA
* Have experience at least 5 years in coal mining compay
* Have a certificate (POP)
* Can operate heavy equipment
* Have a good communication and leadership skill

1. **Safety Officer (2x)**

**Job Description:**

* Ensuring compliance with Mining OHS standards has been applied to all activities
* Make regular reports on Mining K3 activities and statistics
* Manage documents & reports related to the Mining Safety Management System
* Conduct inspections and testing of facilities and infrastructure as well as regular reporting
* Leading safety committee meetings (monthly), safety meetings (weekly), and attending daily meetings (daily pre-shift) with Supervisor / Foreman and his subordinates
* Collect work permits and supporting documents such as Safe Check, Job Hazard Analysis, Authorize To Work and Work Permits at Altitude and other Work Permits from Foreman / Supervisor after work is completed
* Supervise all employees who work in the field wearing Personal Protective Equipment
* Conduct drills and analyzes related to the implementation of emergency response procedures

**Requirements:**

* Have Bachelor Degree of environment engineering or K3
* Have experience at least 2 years in the related field in mining company
* Have general K3 certificate (BNSP)
* Have good knowledge and experience related to Occupational Health and Safety in the mining sector

1. **Procurement Officer (2x)**

**Job Description:**

* Responsible for the preparation and processing purchase requests, purchase orders and documents in accordance with Company policies and procedures
* Purchase and issue order in accordance to the required specification
* Monitor and coordinate with vendors to ensure on time delivery
* Handling and monitoring of claims to vendors for defectives, shortage and wrong items
* Execution and monitoring all regular purchasing tasks and administrative works
* Maintain complete and updated purchasing records/data
* Preparing purchasing reports and proper archiving of files
* Maintain the data completion and data integrity of vendors and pricing database in order to obtain quality products at best commercial terms negotiable in the market
* Update the purchase order tracking system on regular bases in order to ensure accurate tracking in terms of goods delivery, invoices received, and payment made

**Requirements:**

* Have bachelor degree of business management or equivalent
* Have experience at least 3 years in the related field
* Excellent computer literate and strong analytical skills
* Having experience in operating SAP is preferred
* Good understanding on Purchasing procedures and policies

1. **IT Support Staff (1x)**

**Job Description:**

* Manage and support the company's internal IT Infrastructure:

LAN/WAN & Internet,

Servers & Workstations

Security System and Antivirus

Emailing System

SAP System

PBX

CCTV

Standard/nonstandard Office Software

* And other IT system/equipment to achieve stable and reliable IT services in supporting the company's operations
* Providing technical support and services to ensure users can engage in productive, effective and comfortable activities
* Coordinate with third parties relate to service contract, ongoing project and purchasing

**Requirements:**

* Minimum D3 or bachelor’s degree in computer science or Information Technology
* Certification in any of IT professional qualification is preferable.
* Having minimum 1-3 years working experience in IT support function, prefer in coal mining company
* Have deep knowledge in Windows AD, Sonicwall UTM, Mikrotik dan VPN
* Strong capability in IT troubleshooting and customer support experience
* Have a good knowledge of Windows server setup, Network establishment through VPN environment, Single Administrative network system and firewall setup
* Have a good communication, energetic, dynamic, responsibility, cooperative and systematic
* Have good analytical skill for problem solving
* Able to work in minimum supervision and willing to work out site of office hours
* Proficient in English
* Have an experience in SAP support is preferable

1. **Operator Alat Berat (Excavator dan Dozer – 5X)**

**Job Description**

* Performing Daily Inspections Before operating the equipment, a tool operator is required to perform a tool inspection. These checks are usually called Daily Checks and Maintenance (P2H)
* Operate Heavy Equipment in accordance with Procedures Operate equipment in accordance with Company Specifications & Standard Operational Procedures (SOP). And comply with the daily work plan
* Reporting any Obstacles & Unsafe Conditions Reporting any unsafe Actions & Conditions to the field supervisor. Such as equipment damage, procedural violations, etc
* Reporting if there are obstacles & unsafe conditions. Reporting if there are unsafe actions & conditions to the field supervisor. Such as damage to equipment, violation of procedures, etc
* Caring for heavy equipment used Mandatory care for heavy equipment by using according to predetermined procedures. Such as complying with speed standards, parking locations, etc
* Turning off the machine when not in use Ensure the machine is off when not in use or when hanging too long on the front.

**Requirements:**

* Minimum Senior High School / SLTA
* Minimum 24 years old
* Have experience at least 2 years as operator in mining company
* Have License B2 which is still valid