



BOILERMECH

JOB DESCRIPTION

Doc. : FMHR-003_JD

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Date : 17-06-2013

POSITION: Packing Assistant/ Packing Hand

REPORTING TO: Packing Executive

DEPARTMENT: Packing

INCUMBENT:

SUPERVISES:

AUTHORITY: To drive forklift for loading/unloading material at factory area.

RESPONSIBILITIES:

- To assist Packing Executive to packing boiler components.
- To assist loading and unloading of boiler cargoes during boiler delivery.
- To ensure the specification, quantity and quality of the boiler cargoes is packing according to the material list prepared and issued by Project Engineer in charges.
- Other related tasks as specified by supervisor.

EXPERIENCE / SKILLS REQUIRED:

- Minimum PMR/SPM.
- Forklift driving license.
- Able to read English and Bahasa Melayu.

SPECIAL OR UNIQUE ASPECTS:

Prepared By:

Acknowledged By:

Name:

Name:

Date:

Date: