

VANTAGE

HR DEPARTMENT

Job Description – Onshore Positions

HR-21

Document No: HQ/GN02/BPG	Rev No: 00	Issue Date: -	Page 1 of 2
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Job Title:	Computerised Maintenance Management System Data Administrator
Department:	Engineering & Maintenance
Reports To:	Maintenance Manager

Position Summary

To provide support to the Maintenance Department with inputting data into the SAP computerised maintenance management system (CMMS). The position will require an individual with SAP Maintenance System data input experience, preferably from within the drilling industry. He or she must be able to enter data concisely, accurately and within challenging time lines, to the requirements of the Maintenance Manager and Maintenance Superintendents.

Essential Job Functions

Description:	Authority
QHSE <ul style="list-style-type: none">Actively promote the Company's vision "Exceeding Expectations"Apply the Company's Core Values within area of responsibilityUse the Company's Safety Management System and Tools.	I I I
To be able to identify and rectify data input errors within the SAP CMMS system	I
Provide guidance to the Engineering & Maintenance team with respect to the SAP CMMS	II
To review the SAP CMMS on a regular basis and maintain the database	II
To pull reports and data from the SAP CMMS as directed	II
To input equipment and spare part data into the SAP CMMS	III
As directed, participate in the implementation of the SAP CMMS on new installations	III
To download large volumes of equipment information from new projects into SAP	III
To assign and set up work orders within the SAP CMMS	III
Perform auditing functions of data input by others as directed	III

Authority Definitions

Authority I	To act
Authority II	To act but inform the person to whom they report to and other interested parties
Authority III	To consult before acting

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Document No: HQ/GN02/BPG	Rev No: 00	Issue Date: -	Page 2 of 2
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Key Performance Indicators

- Policy & Procedure - The ability to understand, comply with and promote all Company policies, procedures and processes.
- Communication - The extent to which he/she seeks guidance from and reports regularly to the Maintenance Manager regarding exceptional requests/incidents/issues.
- Quality of Work – The ability to meet deadlines. The ability to manage all sensitive data in a confidential and professional manner. Being able to provide accurate, quality information (reports, spreadsheets etc.) when requested, within specified timescales. The extent to which any work has to be redone. Accuracy of the maintenance of any computerised database and the hard copy filing system in relation to his/her area of responsibility.
- Teamwork - The willingness to provide support to others within the department thus promoting teamwork – and to those within the Company who seek E&M support or advice.
- Development – Uses his/her initiative in order to find ways to enhance existing processes, documents etc. Open minded regarding improvements and suggestions.
- Cost Control – Demonstrates an effective cost control approach towards his/her work tasks (in accordance with budgeted figures where applicable).

Training & Qualifications

Education:

- SAP Maintenance System Courses

Professional Experience:

- Minimum one year SAP Maintenance System usage and data inputting

Licenses, Certificates, Credentials and Other Requirements:

- Medical Certificates needed as required by local regulations.
- Must pass Company Medical Examinations and random drug tests.
- References and background checks completed to the satisfaction of the company.