



Saipem, has a vacancy for a Technical Clerical Staff

Objective:

Support core processes and activities providing efficient and quality clerical services and control data inputting

Responsibilities and Duties:

- Executes clerical activities according to requirements
- Guarantee data uploading in the dedicated Information Systems
- Support activities for Information System implementation
- Assist in preparing and managing all type of documentation as required
- Archive paper and electronic documentation as required
- Support in preparing reports and data analysis
- Interpret the manuals and technical drawings (hydraulic, pneumatic, and electric if necessary)
- Knowledge of electrical parts, machinery, maintenance tools, and technical workshop language
- Prepare lists of the materials and tools to buy when necessary

Experience:

5 years' experience

Please send your resume with the subject "**Technical Clerical Staff**" to saipemgcareers@saipem.com

Please note, the closing date for applications is **May 31, 2022**

Qualified candidates will be contacted