



HENGYI INDUSTRIES SDN BHD

*Excellence in developing Petrochemicals;
through pursuing Innovation and Business sustainability*

1. Fuel Attendant (3 post)

加油工 (3 人)

Department 部门:	CEO's Office 总经理办公室
Supervisor 直接上级:	Vehicle Supervisor 车辆主管
Work Schedules 工时制度:	Normal Working Hour 常白班

Roles and Responsibilities:

岗位职责:

- In charge of receiving and charging fuel on site, in charge of the reception, sales, storage and quality/quantity management of fuel at filling station to secure supply, in charge of ledgers;
负责现场收、发油工作，负责加油站油品的进、销、存和数量、质量管理，保障供应，并做好台账记录;
- Abide by company regulations and procedures, adeptly operate the filling facilities according to SOPs;
严格遵守执行公司各项制度和流程，熟练掌握加油设施操作规程;
- Take charge of the reception, sales, storage of fuel products as well as and quality/quantity management at filling station to secure supply and take good care of ledgers;
负责加油站油品的进、销、存和数量、质量管理，保障供应，并做好台账记录;
- Take charge of patrol inspections on post and operate according to safety SOPs;
负责当班期间巡回检查、安全规范操作;
- Assist to maintain the equipment and facilities at filling station;
协助加油站设备、设施维修;
- Complete other miscellaneous tasks assigned by line manager;
完成领导交办的其他工作;

Requirements:

岗位要求:

Priority will be given to candidates who meets the following criteria:

符合以下条件的候选人将被优先考虑:

- Age between 18 to 45 years old;
年龄: 18 周岁以上, 45 周岁以下;
- Possess at least O'level or equivalent qualification;
高中及以上学历;
- With working experience in filling stations or oil depots;

有油站或油库相关工作经验者优先考虑;

- **Familiar with filling station facilities and operating procedures;**
熟悉加油站加油设施和设备操作规程;
- **On-site emergency response capabilities;**
较强的现场应急判断、处置能力;
- **Be medically and physically fit and possess good communication skills;**
身体健康, 并具有良好的沟通能力;