



Miclyn Express Offshore (MEO) is a leading provider of a wide range of assets and services to the offshore oil and gas industry across South-East Asia and Middle East. The company is headquartered in Singapore, and has businesses in Saudi Arabia, Qatar, UAE, Indonesia, Malaysia, Brunei and Thailand. MEO has been operation through its predecessor entitles since the 1970s. We are available at www.meogroup.com.

We are looking for a talented candidate for the following position:

Testing Officer

The role reports directly to the Manager – FPM in the following duties:

Job Description:

- Assist on the implementation of ship management system on and offshore
- Make testing plan for the ship management system and carry out UAT with users
- Prepare the training material for the ship management system, such as user's manual, training questionnaire, etc.
- Train the ship management system users on and offshore
- Handling system enquires
- Manage the system changes' request
- Assist on the system trouble shooting, maintenance, back up, etc.
- Assist on the ship management system audit on and offshore
- Consolidate end user feedback, analyze and propose improvements/upgrades where necessary

Job Requirements:

- Minimum Diploma/Degree in relevant courses
- Experience in Business process design, project management, implementation and training
- Experience in ship management system and process
- Creative problem solver and have a passion for continuous improvements, developing and implementing systems and processes
- Meticulous and possess strong administrative and organizing skills
- Technology savvy and well-versed in Microsoft Office applications
- Experience in working in a collaborative environment
- Computer-savvy and well-versed in Microsoft Office products and document control/data management software/development tools such as Visual Studio.net, Crystal Report, SQL, SharePoint, etc.
- Able to travel on short notice to South East Asia regions, Australia, Jakarta and Middle East

MEO is committed to offering our employees a safe, engaging and fulfilling workplace, with considerable opportunities for advancement.

If you are interested in joining our team, please submit your detailed resume to recruitment.sg@meogroup.com with information on current salary, expected salary and date of availability.