**OPERATIONS MANAGER DEPARTMENT: TECHNICAL DEPARTMENT**   
  
  
  
**JOB SUMMARY:** Responsible for the operation of related activities to drilling fluid service supplying, in one or several drilling projects are assigned, such as logistics, engineers arranged, technical support and participate in executive session at the request of clients, counselling clients.   
  
**JOB RESPONSIBILITIES:**   
  
**1. Operate and control the provision of Drilling fluid services:**  
  
a. Monitor the composing process or personally write drilling fluid program matching the requirements of customers.   
  
b. Coordinate with the logistics department in classifying and arranging chemicals under programs or upon customer request.  
  
 c. Co-ordinate engineers to the rig and back to town periodically or upon request of customers.   
  
d. Monitor and evaluate the quality of the drilling fluid, timely advise or request adjustments if necessary.   
  
e. Complete relevant paperwork’s, collaborate with other department to make sure that all paperwork’s are provided properly and the services are run smoothly without troubles.  
  
 **2. Work with customers:** a. Attend executive meetings with clients, update job information, work plan. b. Meet the requirements of customers, satisfy all the queries of customer relating to the service providing process. c. Advise clients on technical matter in case of necessity.   
  
  
  
**3. Propose and implement of extensive research in the professional field to make the providing drilling fluid services activities better.**  
  
  
  
**4. Perform other assigned tasks.**  
  
**EVALUATION CRITERIA FOR COMPLETION**   
  
  
  
1. The provision of drilling fluid services in accordance with the program were set out and agreed between the parties, to meet fully and promptly the specific requirements of customers.   
  
2. Good evaluation and feedback from customers.   
  
3. Complete assigned tasks  
  
   
  
**JOB DESCRIPTION** 2   
  
**REQUIREMENTS FOR QUALIFICATIONS AND EXPERIENCE TRAINING LEVEL**:   
  
- Bachelor graduated in faculty related to drilling oil and gas, chemical.   
  
- Completed basic training on drilling fluids.   
  
- Completed of advanced drilling fluids course and other relating courses related to drilling operations.   
  
- Completed course on drilling fluids software.   
  
**EXPERIENCE**:   
- At least 5 years working on rigs as senior drilling fluids engineers (MI SWACO working experience is highly preferred)  
  
 - At least 3 years working as project/operations engineer.  
  
 **REQUIRED KNOWLEDGE**:  
  
- Thoroughly possesses knowledge of the drilling fluid.  
  
- Master of drilling operations and troubles/problems happened while drilling as well as the solution, especially the solution for problems relating to drilling fluids.   
  
- Well understand the chemical properties of drilling fluids, blending principles of drilling fluids chemicals. - Master of current drilling fluids systems, especially MI Drilling Fluds system.  
  
 **SKILL / ABILITY**:   
  
- Excellent command of English (listening, speaking, reading and writing)   
  
- Excellent skills in computer and Microsoft Office software. - Fluent in professional software (Onetrax, Virtual hydraulic ...)   
  
- Be able to work independently under pressure and cooperatively with other supporter/assistant.   
  
- Proficient skills of operating drilling fluids testing equipment.   
  
- Good capability of planning and organizing work.   
  
- Presentation skills, persuasion and communication.   
  
**HEALTH:** - Having good health to be able to work in high working pressure environment. - Obtained valid health certificate to work in Vietnam.