

Executive Administrator			
Job Title	Executive Administrator		
Division	Corporate		
Department	Corporate		
Section	Corporate		
Location	IBU-UAE	Direct Reports	
Reports To	General Country Manager	Version Number	1
External Relations	Vendors	Guide Number	
Internal Relations	All Departments	Job Code	

Basic Function

Performing Administration tasks & Executive Secretary duties for the General Manager, Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Core

- Coordinate and resolve all the responsibilities within the Department as an Administrator forward reports to Department Supervisors and Team Leaders, Follow up on reports.
- Maintain records of reports concerning the different department reports.
- Prepare and update relevant documentation as required.
- Record documents coming for Manager from other departments and distribute the same after action from the manager to the respective Department's sections.
- Receive, Sort, and Distribute Incoming and Outgoing Correspondences.
- Prepare correspondence (letter etc.) and documentation (photocopying, filing)
- Prepare Daily, Weekly and Monthly Reports
- Follow-up Department Country Manager Report.
- Assist General Country Manager in department Reports and Wheel.

Administration/Reports

- Reads and screens incoming correspondence and reports; makes preliminary assessment of the importance of materials and organizes documents, and forwards materials to the concerned department.
- Consolidate and forward reports to HQ (QRM report, SWOT analysis, Risk Assessment, Opportunity Identification, Wheel Report etc.) follow up on reports from departmental team and from other departments.
- Consolidate reports for CGM.
- Prepare and update relevant documentation as required.
- Interpret reports for the General Country Manager and summarizes.
- Receive, sort, and distribute incoming and outgoing correspondence.

- Prepare correspondence (letter etc) and documentation (photocopying, filing)
- Prepare daily, weekly, monthly reports.
- Consolidate and analyzes data, On-time delivery of daily, weekly and year-end report.
- GUIDE uploads and amendment requests.
- Oversee audit plans, audit schedules
- Performs the duties relating to the administration of the company recommends improvements in workflow, procedures and use of equipment and forms.
- Performing personal tasks for the General Country Manager.
- Keep the time of CGM as per scheduled meetings and sending reminders 2 hours before meeting time, providing adequate notice period for traveling arrangements plans in coordination with concerned departments of person.
- Assist audits and QRM as required
- Facilitate Monthly Management Review Meeting.

EHS

- Understand and adhere to the company's environmental and safety policies.
- Regularly attend safety training and awareness sessions.
- Always use personal protective equipment (PPE) where required.
- Immediately report any environmental or safety concerns.
- Actively participate in emergency drills and respond as trained.
- Be aware and comply with all legal requirements related to environmental health and safety.
- Encourage colleagues to adopt safe and environmentally friendly practices

Competencies - Professional and Technical

Behavioral Competencie

Communication	Level 5
Conflict Management	Level 4
Influence	Level 3
Initiative	Level 3
Planning & Organizing	Level 2

Technical Competencie

Language Proficiency knowledge (English)	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application, e	Advanced

Competencies – EHS

Knowledge of basic environment health and safety requirements
EHS corporate objectives awareness
Awareness of EHS requirements in the QEHS management systems
Have attended EHS awareness training (if applicable)
Awareness of Environment Health Safety incident reporting

Organizational Competencies

Beginner
<i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>

Decision Making

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Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year
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Qualification : Education and Experience

Diploma (Preferred specialization in their field of work) at least Two (2) years of relevant work experience, 2 years of which should be in Level-04 capacity, preferably in the same industry.
or
Certificate courses with over 3 years industry experience of which at least 2 years has been in Level-04 position
or
Certificate courses with over 4 years industry experience of which at least 2 years has been in Level-03 position
 *Note: Industry Experience wherever its applicable

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
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Updated by:	Date:	Approved by:	Date:

Employee Name:

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.
Management reserves the right to amend the Job description at any time without prior notice.

Signature:	Date: