

Industrial Engineer			
Job Title	Industrial Engineer		
Division	Corporate		
Department	Corporate		
Section	Corporate		
Location	IBU-UAE	Direct Reports	
Reports To	Country General Manager	Version Number	1
External Relations	Customer / Supplier / Vendor	Guide Number	
Internal Relations	ation, Operations, Sales, Finance, Retail, Customer	Job Code	

### Basic Function

Planning, designing, re-designing, improving and optimizing processes, workflow, routes, facilities and resources for the company's existing, new businesses and projects. Leads multiple operations' projects and initiatives. Fully understand, drive and promote SMSA vision, culture and values.

### KEY Responsibilities

#### Core

- Constantly developing new processes, workflow improvements, including reengineering work processes with the aim of bringing down time, effort, and cost involved.
- Standardize the work processes within all various work areas of the company, e.g. hubs, stations, and logistics.
- Support new business and project activities by setting up technical work processes and procedures, estimating the cost of new processes and resources, designing and implementing new processes and layouts.
- Leads multiple operations projects and initiatives, such as startup and management of Project.
- Lead Civil projects for new warehouses and facilities.
- Undertake scientific and statistical studies on operational requirements; i.e. personnel, process & machines requirements.
- Provide support for data mining, management and reporting, helps set up key performance indices, and in process measures.
- Regularly create initiatives to help organize and improve unorganized work processes.
- Assist management/consultant in improving current Hub & Spoke Schedule and domestic network by gathering and utilizing reliable data.
- Ensure effective Route Re-structuring, optimization and management.
- Design new facilities and redesign existing ones; i.e. Offices, Hub, Station, Gateway, Healthcare and Logistics warehouses.
- Supporting facilities with various analyses to help identify potential areas of improvements.
- Conduct independent audits and leads small audit project teams focusing on specific, typically complex operational areas or locations.

## General

- Leads multiple OPS project & initiatives as per directive by management.
- Review route analysis country wide as per the business requirement.
- Performs random audits in operations department.
- Reviews and updates Hub & Spoke or as new routes implemented.
- Routes restructuring optimization and Management.
- Performs random stock item audit on Fulfillment.
- Reviews identified station stats and assists management with implementation of improvements in UAE.
- Abide by the goal setting forms (Individual KPI'S) of the current financial year.
- Shipment delivery commitment and scanning analysis/compliances.
- Generate daily & monthly volume reports and submission.

## 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	
Analytical Thinking	Level 4
Change Leadership	Level 4
Creative Thinking	Level 4
Influence	Level 3
Initiative	Level 4
Planning & Organizing	Level 4
Stress Management	Level 3
Teamwork	Level 3
Technical Competencie	
Language Proficiency knowledge (English)	Intermediate
Learning & Development Knowledge	Intermediate
Liaising and Negotiating knowledge	Intermediate
Local Regulations Compliance Knowledge	Intermediate
Management of Health & Safety Knowledge	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application, e	Intermediate

#### 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

Intermediate

*\*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)*

#### Decision Making

#### Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year

#### Qualification : Education and Experience

Bachelor's Degree (Preferred specialization in their field of work).( Those in finance/ accounting jobs must be a CPA or equivalent. & or Any specialized positions like Pharmacist, Brand Advisor etc. must have degree in their specific field), Post graduate degree an advantage. At least four (4) years of relevant work experience, 2 years of which should be in Supervisory capacity, preferably in the same industry.

or

Diploma, certificate courses with over 4 years industry experience of which at least 2 years has been in Level-05 position

or

Diploma, certificate courses with over 5 years industry experience of which at least 2 years has been in Level-04 position

\*Note: Industry Experience wherever its applicable

Date Of Release

<b>Prepared By:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>	<b>Endorsed by:</b>
<b>Updated by:</b>	<b>Date:</b>	<b>Approved by:</b>	<b>Date:</b>
<b>Employee Name:</b>			

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.

<b>Signature:</b>	<b>Date:</b>