

Documentation Assistant			
Job Title	Documentation Assistant		
Division	Operations		
Department	Operations		
Section	Operations		
Location	IBU-UAE	Direct Reports	
Reports To	Operations Supervisor-Station	Version Number	1
External Relations		Guide Number	
Internal Relations		Job Code	

Basic Function

Make sure freight operations and Customs clearance processes are carried towards smooth clearance and delivery. Fully understand and promote SMSA's vision, mission, culture, and values.

KEY Responsibilities

Core

- Follow up and maintain records of maintenance jobs in Dubai Operations facilities (Umm Ramool and Al Qouz).
- Assuring courier's cash remittances on time.
- Ensuring submission of the accurate report every month to the Operations Supervisor-Station.
- Completing the post-documentation activities.
- Provide administrative and clerical support to the Station Agent.
- Expediting documents to ensure the delivery of the report promptly.
- Collaborate with colleagues to ensure that documentation practices are consistent throughout the organization.

General

- Comply with applicable environmental, health and safety laws and regulations.
- Observe environmental, health and safety related signs, posters, warning signals and written directions.
- Warehouse Storage to be done, within the marked area.
- Report all unsafe conditions to supervisor as soon as is reasonably possible.

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.
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Competencies - Professional and Technical	
Behavioral Competencie	
Initiative	Level 3
Resource Management	Level 2
Stress Management	Level 2
Teamwork	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,	Intermediate

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

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

Decision Making

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

Qualification : Education and Experience
<p>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.</p> <p style="text-align: center;">or</p> <p>Certificate courses with over 3 years industry experience of which at least 2 years has been in Level-04 position</p> <p style="text-align: center;">or</p> <p>Certificate courses with over 4 years industry experience of which at least 2 years has been in Level-03 position</p> <p><i>*Note: Industry Experience wherever its applicable</i></p>

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
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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: