

## National Administrator - Freight

Job Title	National Administrator		
Division	SMSA Freight Division		
Department	Freight Management Department		
Section	Freight		
Location	Kingdom wide	Direct Reports	NIL
Reports To	Regional Supervisor	Version Number	1
External Relations	Customers	Guide Number	7164
Internal Relations	Customers	Job Code	

### Basic Function

Supports operations by assisting staff; planning, organizing, and implementing administrative systems. Maintains professional and technical knowledge by attending educational workshops and establishing personal networks. Provides historical reference by developing and utilizing filing and reports retrieval procedures. Maintains continuity among divisions and local work teams by documenting and communicating actions, irregularities, and continuing needs. Contributes to team effort by accomplishing related results as needed.

### KEY Responsibilities

#### Core

- Monitors the day-to-day operations of the department especially the administrative concerns and supports needed by SFD Kingdom wide
- Prepares the Monthly Management Report that includes the Consolidated Monthly Revenue Report
- Process the different Business Partnership Compliance/ Agreements/ Contracts required by the new and existing SFD Customers
- Prepares the Purchase Requisition using the ERP/Oracle System for SFD Kingdom wide
- Prepares the Department Key Performance Indicators and TKP Dashboard
- Process the Credit Account Application for SFD Kingdom wide
- Maintains and updates the Department's Files for SMSA Freight
- Prepares the Monthly Manpower Report and consolidated Over-Time Request
- Prepares consolidated Quotations Log Report for SFD Kingdom wide
- Follow-ups customer payments on the outstanding balances for SMSA Freight Account
- Prepares the Payment Collection Report and Monitors the occurrence of the payments on the Statement of Accounts
- Requests, Secures and Monitors the Office Stationeries and Supplies for SFD
- Prepares Monthly Inventory Report and Property Turn-over Report
- Prepares Sales Lead Report
- Sends and receives courier transactions internal and external

- Prepares ticket request for all managerial and administrative concerns of the department
- Prepares Petrol Cards Consumption Report for replenishments
- Resolve conflicts or issues referring to the different concerns or discrepancies (eg. SOAs, Agreements, Administrative Transactions - HR/Finance/Purchasing/Inventory/Legal/Regional Offices) in-lined with the SFD's internal and external transactions.

## EHS

- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Actively participates in the development and implementation of EHS objectives & programs
- Participates in the emergency response plan
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation
- Coordinate and participate in the paper and other recycling programs

## Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

## Competencies - Professional and Technical

### Behavioral Competencie

Communication	Level 2
Decision Making	Level 2
Networking/Relationship building	Level 2
Team Leadership	Level 2
Teamwork	Level 2

### Technical Competencie

Daily Route Management	Intermediate
Language Proficiency knowledge (English)	Intermediate
Learning & Development Knowledge	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	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

Beginner

*\*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

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:

<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>