

## Administrative Assistant - Strategic Projects Management

Job Title	Administrative Assistant		
Division	Corporate Division		
Department	Strategic Projects Department		
Section	Strategic Projects Management		
Location	Head Office	Direct Reports	Nil
Reports To	SPU Director	Version Number	1
External Relations		Guide Number	6973
Internal Relations		Job Code	

### Basic Function

To provide administration assistance to SPU team.

### KEY Responsibilities

#### CORE

- Provide full secretarial and administrative support service to the executive.
- Maintain the diary and arrange appointments as necessary.
- Screen and respond to all incoming telephone calls and take action as appropriate.
- Draft routine correspondence for approval and signature by the executive.
- Receive visitors to the office.
- Carry out any statistical analysis and produce reports as required.
- Maintain accurate financial records, including data input to the computer.
- Ensure that proper filing system for the office is maintained by creating new files and updating existing files, prepare confidential and sensitive documents, Document Control, Filing and archiving.

### REQUIRED SKILLS

- Basic knowledge of accounting programs.
- An understanding of office procedures.
- Accuracy and organize.

### 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 Competencies

Adaptability	Level 4
Communication	Level 3
Planning & Organizing	Level 2

### Technical Competencies

Language Proficiency knowledge (Arabic)	Intermediate
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	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 three (3) years of relevant work experience, 2 years of which should be in Level-02 capacity, preferably in the same industry.  
or
  - High / Middle School Certificate or Technical Courses  
(Those in technical jobs must have appropriate certification in their respective trades) with over 1 year's industry experience of which at least 2 years has been in Level-02 position
  - High / Middle School Certificate or Technical Courses  
(Those in technical jobs must have appropriate certification in their respective trades) with over 2 years industry experience of which at least 2 years has been in Level-01 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>