

Admin Officer - Logistics NUPCO Operating Project

Job Title	Admin Officer		
Division	Logistics Division		
Department	Healthcare Logistics Department		
Section	Logistics NUPCO Operating Project		
Location	KSA	Direct Reports	None
Reports To	Operations Supervisor	Version Number	1
External Relations	Project Customers	Guide Number	7066
Internal Relations	Operations	Job Code	

Basic Function

The Admin Officer is an integral member of the project team responsible for delivering, directing, organizing and controlling project activities, under the direction of Operations Supervisor.

KEY Responsibilities

Core

- Order Picking & Processing
- Receive from Supplier & Recall
- Assist in the establishment and maintenance of all project documentation including all files, records and reports according to the scope of work and SOPs.
- Achieve dispatch process performance
- Update orders on time in WM system
- Inventory Accuracy
- Monitoring dispatched shipments
- Achieve picking
- House keeping
- Quality Safety
- Align with the budget
- Training & Passing Rate
- Staff Survey
- Quality Safety

EHS

- Actively participates in the development and implementation of EHS objectives & programs, and lead EHS audits / inspections.

Confidentiality

- Ensure access to confidential information is always maintained.

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 3
Communication	Level 3
Planning & Organizing	Level 3

Technical Competencies

MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Advanced
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

*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:
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Employee Name:
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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: