

## Administrator - SS Healthcare Management

Job Title	Administrator		
Division	Special Services Division		
Department	Healthcare Department		
Section	SS Healthcare Management		
Location	MOH Facility	Direct Reports	
Reports To	Manager - Healthcare	Version Number	1
External Relations	Customer	Guide Number	7181
Internal Relations	Sales	Job Code	

### Basic Function

Communicating appropriately with customers for processing orders in line with agreed SOPs, SLA and ensuring daily reporting.

Fully understand, drive and promote SMSA vision, culture and values.

### KEY Responsibilities

#### Operations

- Maintaining 100% correct data of Manpower and Vehicles; coordinating with all relevant department to process all related paperwork for manpower and vehicles
- Obtaining Internal and External Purchase Request from all Regions and processing before 8th of each month
- On time follow-up for completion of Transfer, Resignation, Termination, New Recruitment, IOMs, emails etc.
- Organizing & maintaining an efficient and confidential filing system & record
- Updating new hired and resigned employees in SPOT

#### General

- Monitor MOH staff performance to ensure proper management and functioning.
- Guide and motivate MOH staff to manage the performance efficiently so they can achieve the projects' objectives.

#### 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	
Analytical Thinking	Level 4
Communication	Level 4
Organizational & Environmental Awareness	Level 4
Teamwork	Level 3
Technical Competencie	
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
<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>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>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:
Updated by:	Date:	Approved by:	Date:

<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>