

## Admin & QRM Coordinator

Job Title	Admin & QRM Coordinator		
Division	Corporate		
Department	Corporate		
Section	Corporate		
Location	IBU-Egypt	Direct Reports	
Reports To	Country Manager	Version Number	1
External Relations		Guide Number	
Internal Relations		Job Code	

### Basic Function

Perform administrative tasks & services for Country Manager, Maintain and control all ISO standard requirements

### KEY Responsibilities

#### Core

- Arrange the meetings calendar for the Country Manager Office and send invitations to the concerned parties; distribute meetings to the work days of each month for all departments and ongoing projects by place it on outlook & Visio Program; coordinate with all departments and parties to attend on time by sending reminding notifications, E-mail's, and phone calls; determine matters of top priority and handle accordingly.
- Arrange the daily, weekly & monthly debrief and attend when needed for all departments' heads with the country manager and keep a record for all discussed points for follow up.
- Ensure the management staff to submit all required IBU reports (country manager report, Egypt KPI's report, monthly management review. etc) on time.
- Lead the ISO readiness project by ensuring closing the gaps and compliance with ISO at all departments till we acquire the ISO certificate.
- Conduct a regular audit at all departments to ensure that all actual processes are aligned with the agreed SMSA process.
- Assist the sales & Cs Admin in receiving, review all respective required documents for opening any new account
- Create new customers accounts on SIBEL
- Keep the time of Country Manager as per scheduled meetings and sending reminders prior to the meeting , providing adequate notice period for traveling arrangements plans in coordination with concerned persons, receiving petty cash to arranges caterings for Country Manager for meetings as required, Maintain office expenditure within agreed budget.
- Performing personal tasks for the Country Manager, renew visas, Filling forms, Issue checks and cashed, issuing travel tickets, delivering reports, submit minutes of meeting, follow up duties relating the company administration that's recommends improvements in workflow, Procedures and use of equipment and forms.

- Reads and screens incoming correspondence, faxes, E-mails and reports, makes preliminary assessment of the importance of materials and organizes documents, Forwards materials to the concerned staff, Providing offers and quotations.
- 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.
- Up-to-date processing (receipt, sort, distribute and feedback) of documents assigned, Make purchases through the Internet and follow up the shipment and deliver it, Sending and receiving international and domestic shipments & packages, greet and receive visitor; direct the general public to the appropriate staff member.
- Performs the duties relating to the administration of the company recommends improvements in workflow, procedures and use of equipment and forms.
- Reads and screens incoming correspondence and reports; makes preliminary assessment of the importance of materials and organizes documents, and forwards materials to the concerned staff.
- Ensure all departments/ locations follow up the ISO standards and SMSA policies.
- Conduct regular mockup audits in all departments/locations with the country manager.
- Consolidate, follow up and monitoring all required reports from Egypt team as per QRM request
- Control and observe all security officers and CCTV incidents.
- The Key person (QRM Champion) between QRM in KSA & Egypt team.
- Follow up and monitor all the NC/Gaps taken by QRM or management.
- Backup person for Sales & CS administrator in case of Leaves/absence.

## 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.

Competencies - Professional and Technical	
Behavioral Competencie	
Adaptability	Level 3
Communication	Level 3
Conflict Management	Level 3
Decision Making	Level 3
Influence	Level 3
Networking/Relationship building	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 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>*Note: Industry Experience wherever its applicable</p>

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
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<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>