

Furniture Support - MRM KAUST Project			
Job Title	Furniture Support		
Division	Special Services Division		
Department	Mailroom Department		
Section	MRM KAUST Project		
Location	KAUST	Direct Reports	None
Reports To	Furniture Control Supervisor	Version Number	1
External Relations	KAUST	Guide Number	7208
Internal Relations	Mailroom Mgt	Job Code	

Basic Function

Report to the Furniture Control Supervisor

Prepare a schedule of furniture quality inspectors.

Ensure availability of the necessary personnel and tools to meet pre-departure inspection requests and reach Ready for Occupancy (RFO) status, if required.

Collect data/information needed for pre-departure inspection reports.

Provide reference transaction documents for recording in the relevant SAP module.

Prepare cycle count plan and make it approved by KAUST.

Ensure full compliance with the transaction posting procedures. h. Prepare weekly inventory reports and generate transaction

Fully understand, drive and promote SMSA's Mission, Vision, Culture and Values and Project SLA's.

KEY Responsibilities

Core

- Check the pre-departure calendar for daily schedule given by housing department.
- Monitor the daily schedule closely for any changes or alteration
- Prepare all the furniture inventory documents, movements and other related information's
- Wait for the rest of the pre-departure team from housing, maintenance, horticulture & efs before we enter the unit Inform the resident regarding the findings during inspection or any issue related to furniture's
- Also responsible for any re-active task related to furniture's Contact resident and arrange a schedule for inspection Conduct the inspection takes a photo and barcode of the item
- Conduct a re-inspection after the resident rectifies the issue of the furniture
- Responsible to answer any inquiries related to furniture inventory and inspection
- Make re-active task report and send back to helpdesk
- Perform other duties given by my superior like to conduct monthly training related to safety & customer service
- In charge of preparation inspections, curtain measurement & installations
Furniture Control Coordinator upon task completion
Pre-departure inspections and reactive tasks

Reports to

- Generate reports for supervisor review.
- Adherence of company branding guidelines and appearance.

EHS

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

Confidentiality

- Ensure access and integrity to confidential information is always securely 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 Competencie	
Adaptability	Level 3
Communication	Level 3
Teamwork	Level 3
Technical Competencie	
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
Package Handling 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 <i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>

Decision Making

Key Performance Indicators (KPIs)
Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience
High / Middle School Certificate or Technical Courses , must have appropriate certification in their respective field or 1 year experience in their field

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
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Updated by:	Date:	Approved by:	Date:
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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:
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