

Handler - MRM KAUST Project

Job Title	Handler		
Division	Special Services Division		
Department	Mailroom Department		
Section	MRM KAUST Project		
Location	KAUST/NEOM	Direct Reports	None
Reports To	Furniture Control Coordinator or Supervisor	Version Number	1
External Relations	KAUST/NEOM	Guide Number	7209
Internal Relations	Mailroom Mgt	Job Code	

Basic Function

Help the moving of items in the Warehouse and their loading and unloading on trucks according to the instructions given by the supervisor. Obtain work orders from the supervisors and assist in loading and unloading of trucks and moving items from and to the storage area. Load and unload the truck according to the instructions given by the any eventually attending authorized personnel, such as team leader or supervisor. Handle items safely to avoid damage and report any damage to the Supervisors.

KEY Responsibilities

Core

- Perform required disassembly and reassembly work for KAUST/NEOM and personal furniture.
- Carry out a check-up of alignment (door or drawer), lubrication of moving parts and hinges.
- Application of putty or paint touch-up to conceal minor scratches
- Fill and smooth cracks or depressions, remove marks and imperfections
- Repair broken parts, using plastic or wood putty, glue, nails, and/or screws
- Mix finish ingredients to obtain desired colors or shades for Varnish
- Remove excess solvent, using cloths soaked in paint thinner
- Select appropriate finishing ingredients such as paint, stain, lacquer, shellac, or varnish, depending on factors such as wood hardness and surface type
- Wash surfaces to prepare them for finish application
- Assembling of new furniture and Disassemble furniture for relocation

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.

- 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	
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
<ul style="list-style-type: none"> • In consent with the Furniture Control Supervisor /Service Manager.

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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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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