

Executive - Utilities Management

Job Title	Executive		
Division	Human Resources and Administration Division		
Department	Administration Department		
Section	Utilities Management		
Location	Head Office	Direct Reports	
Reports To	Facilities Manager	Version Number	1
External Relations		Guide Number	7016
Internal Relations	All departments and branches	Job Code	

Basic Function

Providing effective and efficient support in coordinating with various department and regions regarding the contracts and utility transactions.

KEY Responsibilities

Core

- Arrange the new contracts and rent contracts of Facilities/SSC (SMSA Service Centers) Kingdom wide.
- Receive utility payment requests from various departments Kingdom wide.
- Verify and complete the required documentation for payment transactions.
- Photocopy and print contracts and payment transactions.
- Oversee the non-existing accounts and new accounts of SSC (SMSA Service Centers).
- Coordinate the contracts and rent statement with the building owner.
- Processing of application
- Make preparations of memo/s for utility bills payment.
- Receive utility bills online.
- Assist building owners on receiving payments.

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

Filing Systems

- Maintain the general filing system and file all contracts and transactions.

- 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 2
Communication	Level 2
Continuous Learning	Level 2

Technical Competencie

Maintenance Systems & Programs Knowledge	Beginner
Management of Health & Safety Knowledge	Beginner
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Beginner

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

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Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year
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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:

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: