

## Supplies Coordinator - Stations Operations

<b>Job Title</b>	Supplies Coordinator		
<b>Division</b>	Stations Operations Division		
<b>Department</b>	Stations Operations Management Department		
<b>Section</b>	Stations Operations		
<b>Location</b>		<b>Direct Reports</b>	
<b>Reports To</b>	Station Manager	<b>Version Number</b>	1
<b>External Relations</b>		<b>Guide Number</b>	7293
<b>Internal Relations</b>	Operations	<b>Job Code</b>	

### Basic Function

Maintaining and issuing operations related supplies, printing of AWB requested by the customers, and maintaining stock level on hand. Fully understand, drive and promote SMSA vision, culture and values.

### KEY Responsibilities

#### Core

- Arrange all supplies for International operations, e.g., Airway bills, bags, etc.
- Receive requests for supplies via couriers and emails.
- Ensure provision of requested inventory within the agreed time.
- Maintain supplies report daily to ensure that the record is up to date for inventory maintenance.
- Maintain monthly stock level for meeting day-to-day requirements.
- Ascertain status of delayed supply through reports.
- Inform purchase department in advance if monthly stocks are falling short on meeting the demands.
- Closure of requested tickets
- Timely forwarding of request to Administrator
- Control of stocks
- Accuracy of AWB accomplishment
- Reduce customer complaints
- Survey (Internal/External)
- Align with budget

#### 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

Initiative	Level 3
Resource Management	Level 2
Stress Management	Level 2
Teamwork	Level 2

### Technical Competencie

Language Proficiency knowledge (English)	Beginner
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Beginner
Product Knowledge	Beginner
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application, e	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

<ul style="list-style-type: none"><li>●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.</li></ul> or <ul style="list-style-type: none"><li>●Certificate courses with over 3 years industry experience of which at least 2 years has been in Level-04 position</li></ul> or <ul style="list-style-type: none"><li>●Certificate courses with over 4 years industry experience of which at least 2 years has been in Level-03 position</li></ul> <p>*Note: Industry Experience wherever its applicable</p>
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Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:

<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>