

Administrator			
Job Title	Administrator		
Division	Operations		
Department	Operations		
Section	Station		
Location		Direct Reports	
Reports To	Operations Supervisor	Version Number	1
External Relations		Guide Number	
Internal Relations	All departments	Job Code	

Basic Function

Reviewing and analyzing operations data for all divisions. Performing office administration tasks and executive secretary duties for Operations Manager, acts as a department coordinator. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Core

- Coordinate, Consolidate, Analyze & distribution of all operations report from all Ops divisions on daily basis
- Prepare daily, weekly, monthly reports as required by operations manager on a timely basis
- Consolidate operations & management reports for manager.
- Perform various data analysis, office administration and executive duties for Operations manager
- Updating and preparing of all operational KPI's etc. submission from Ops divisions to Operations manager
- Identify operations related issues, analyze reasons and devise the corrective actions
- Monitor and analyze operation supplies consumption & maintain minimum & maximum limit report
- Assist Operations Manager to ensure effective and efficient office operation.
- Review of operations process, policies & ensure it is up to date and uploaded in GUIDE
- Conduct process audit for Operations
- Conduct monthly audit on all operational files, records & file register
- Receive, sort, and distribute incoming and outgoing correspondence
- All tasks regarding the fleet management
- Maintain operations staff asset record
- Perform operational functional role in case of absenteeism
- Assisting in day-to-day operations
- Other task/job and other responsibilities requested by supervisor / manager on a time-to-time basis

Reports

- Consolidate and analyzes data, On-time delivery of daily, weekly and year-end report.
- Follow up on reports from ops divisions and from other departments and consolidate reports for Manager.

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 Competencies

Adaptability	Level 3
Creative Thinking	Level 3
Initiative	Level 2
Planning & Organizing	Level 2

Technical Competencies

Database Management Knowledge	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application,	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

*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)

Decision Making

Key Performance Indicators (KPIs)

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

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:
Updated by:	Date:	Approved by:	Date:

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: