Data Encoder

Job Title	**Data Entry Operator**
Division	**Operations**
Department	**Operations**
Section	**Station**

Location		**Direct Reports**	
Reports To	**Operations Manager**	**Version Number**	1
External Relations		**Guide Number**	
Internal Relations		**Job Code**	

Basic Function

Data Entry for operations. Consolidating and distribution of all operation reports. Ensure Filing and File registers. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Core

- Professional attire as per SMSA standards to worn while on duty.
- Ensure all PODs are Update PODs on a daily basis.
- Ensure all couriers handover delivery sheets completely filled with POD
- Accurate filing of all operational records as per file register
- Conduct process audit for operations.
- Conduct a monthly audit on all operational files, records and file registers
- Coordinate, Consolidate, analyze and distribution of all operations report from all operation function on a daily basis
- Identifying irregularities of data, volume, KPI's etc. submission from departments and reporting the same to the managers
- Updating and preparing of all operational KPI's for individuals and department
- Processing vehicle requests on timely manner
- Perform operational functional role in case of absenteeism.
- Assisting in day-to-day station operations.
- Process all vehicles requests and accidents to the vendor and ensure replacement vehicles are provided.
- Ensure vehicles decals stock is available and make request when needed.
- Other task/job and other responsibilities requested by supervisor / manager on a time-to-time basis.

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 Competencie

Adaptability	Level 2
Communication	Level 2
Initiative	Level 2
Teamwork	Level 2

Technical Competencie

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 One (1) year of relevant work experience, 1 year of which should be in Level-03 capacity, preferably in the same industry.

or

High / Middle School Certificate or Technical Courses(Those in technical jobs must have appropriate certification in their respective trades) with over 2 years industry experience of which at least 1 year has been in Level-03 position

or

High / Middle School Certificate or Technical Courses(Those in technical jobs must have appropriate certification in their respective trades) with over 2 years industry experience of which at least 2 years has been in Level-02 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: