Job Description and Specifications			
Position Title	Executive Secretary and Document Control	**Position Grade**	TBA
Department	Corporate Management	**Location**	Bahrain
Reports to	Country General Manager	**Direct Reports**	Nil
Internal Relations	All departments	**External Relations**	---
Job Code	---		

Basic Function	Providing administrative and executive secretary duties for the Country General Manager. Handling procurement services required to achieve performance in accordance with the company objectives. Fully understand, drive and promote SMSA Vision, culture and values.

Key Responsibilities

Core

- Responsible for all administration related activities related to the Country General Manager office
- Responsible to follow up, screen, consolidate all reports from departments, department heads or Head office on a monthly, weekly, quarterly, or yearly basis
- Ensure submission timeliness for all business-related reports are maintained
- Receive, sort and distribute incoming and outgoing mails for or from the country manager office to relevant departments, countries or individuals
- Prepare official documents (letters, mails, memos etc.) as requested by the CGM
- Responsible for the filing of all records and maintaining the file registers up to date
- Responsible to take minutes of meeting, compile, distribute the same to participants and upload the same as required on the GUIDE
- Initiates/manages/reminders meetings, appointments and to-do list for the Country General Manager
- Plan, coordinate and execute activities, function, events and or meetings for or initiated by the Country Manager
- Responsible to administer any travel arrangement for the Country Manager and or any visitors related to General Management office (Ticket and hotel bookings and or transportation)
- Coordinates with marketing for any marketing related activities and administer the MEISTER Task application
- Monitors all audit requirements, follow up with department on ongoing and pending NC or gaps for closures and or appropriate escalations
- Interpreting documents or reports and summarizing it for the Country Manager
- Assume other responsibilities or assignments directed by the Country Manager

Procurement Services	• Manage, administer, finalize and/ or coordinate all procurement of material for SMSA Bahrain (Receiving Purchase Requisition Form (PRF), getting 3 quotations, negotiating, and evaluation through committee, gaining approvals, submitting documents to Finance for PO etc.) • Vendor Management, Database and Evaluation as per SMSA standard • Coordinate and finalize all facility maintenance related issues for SMSA Bahrain • General Facility Audits to be conducted to ensure all EHS Signage and other general SMSA signage are as per standards and are adequate in all SMSA premises • Coordinates, procures and allocates all office supplies and general supplies requested by departments and or SMSA locations in Bahrain • Coordinate and finalize all facility maintenance related issues for SMSA Bahrain
General	• Ensure all file, file registers and archiving of documents maintained as per SMSA standards • Ensuring all SMSA Management process are followed and all GUIDE document related are updated and uploaded • Incident reports to be made and reported to QRM for any incidents within the Administration Department
Reports	• SWOT, Risk, Opportunity & Interested Parties (Half Yearly) • Country Manager (Monthly) • Department & Individual KPI's (Monthly) • Other reports as requested by the CGM or HQ
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 of and comply with all legal requirements related to environmental health and safety. • Encourage colleagues to adopt safe and environmentally friendly practices.

Key Performance Indicators (KPIs)

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

Qualification

Education and Experience	• Bachelor's Degree Diploma (Preferred specialization in their field of work) at least Four (4) 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 4 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

Competencies - Professional & Technical

Professional Competencies

- Decision Making (Level 3)
- Adaptability (Level 3)
- Communications (Level 3)
- Influence (Level 3)
- Networking/Relationship building (Level 3)

Technical Competencies

- MS-Office (Excel, Word, Power Point, Visio, Outlook) Knowledge (Intermediate)
- Language Proficiency Knowledge (English) (Intermediate)
- Language Proficiency Knowledge (Arabic) (Intermediate)
- Procurement Management Knowledge (Intermediate)
- Vendor Management Knowledge (Intermediate)
- SMSA System (IP Technology, Core, ERP, POS) (Intermediate)
- Internal Audit Compliance 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

Competencies – Organizational

- Beginner Level

Date of Release _____

Prepared by:	Reviewed by:	Approved by:	Endorsed by:
	HOD	**HRD**	**MD/CEO**

Updated by:	Date:	Approved by:	Date:
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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: