



POSITION DESCRIPTION

POSITION TITLE : Administrative Coordinator/K4038

DEPARTMENT : Supply & Distribution

CLASSIFICATION APPROVED BY :

REPORTING RELATIONSHIPS

POSITION REPORTS TO :

POSITIONS SUPERVISED :

POSITION PURPOSE

Overseeing administrative activities including infrastructure management, general housekeeping, monitor front office duties, utmost utilization of resources & to serve as a point of contact for information concerning the activities within the organization.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Vendor management:
 - Provide comprehensive office and facilities support:
 - Manage vendor relationships ensuring that they are competitive and serve the needs of the team; purchase and maintenance of office furniture, equipment, and supplies.
- Asset management:
 - Responsible for inventory control and office equipment maintenance.
 - Pantry Management.
 - Maintaining posts and courier activity within the company.
 - Overseeing office staff to ensure the premise is kept clean.
 - Organizing office meeting rooms.
 - Managing the company Driver's schedules.
- Travel & Hotel arrangements :
 - Travel bookings(business and vacation travel),amendments/follow ups and updates, endow with other arrangements required related to travel like visas, mobile, car hires, and airport pickups, conference service, and staff profile updates with travel agent, travel Insurance, and marhaba service. Negotiations and Reservations with Hotels Overseas for corporate rates and also liaising with finance department for travel analysis, hotel statement, travel fares & travel agent statements, Arrangements for External Meeting and Conferences.
- Announcements & Notifications:
 - Coordinating for internal announcements, addressing all admin queries & to notify any new developments/changes in the procedures with regard to the administration.
- New Hires:
 - Space management for new hires, processing staff ID cards and door access.
- Establish and maintain positive communication links with all departments in the organization.

PERSONAL CHARACTERISTICS:

- Courteous
- Conscientious
- Efficient
- Outgoing
- Organized
- Detail oriented



PERFORMANCE MEASUREMENTS

- All office standards as per company guideline
- All travel request, action within 48 hours
- Meeting rooms ready at the right standards
- Maintain power availability for offices
- Ensure employee clock in/out system is up to date
- Weekly report for absenteeism are entered

QUALIFICATIONS\REQUIREMENTS:

- Bachelor's degree and/or 3+ years of experience in office administration
- Excellent written communication skills and professional telephone manner.
- Highly proficient in the use of MS Office Suite.

COMPETENCY REQUIREMENTS

The following are the key competencies that will be required to complete this job effectively. Alongside each competency is the Level at which it is expected to be demonstrated

(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)

- Problem Solving - 2
- Customer Focus - 2
- Integrity and Trust - 2
- Negotiation Skills - 2
- Priority Setting & Time Management - 2
- Managing Relationships - 2
- Interpersonal Skills - 2
- Valuing Diversity - 2

Department Head:

Employee: