



## **POSITION DESCRIPTION**

**POSITION TITLE** : Administration Coordinator/K4042

**DEPARTMENT** : Supply & Distribution

**CLASSIFICATION APPROVED BY** : HRD

### **REPORTING RELATIONSHIPS**

**POSITION REPORTS TO** : Logistics Manager /Assistant Logistics Manager

**POSITIONS SUPERVISED** : 2-10

### **POSITION PURPOSE**

Plan and execute the overall day to day administrative functions efficiently within stipulated time schedule for smooth warehouse operations.

### **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

- Manage the overall administrations of the UAE - warehouse such as Time & Attendance, maintaining staff personal file, OT records, documentation for periodical leave & vacation leave etc.
- Ensure the staff arrive to work on time & depart on time, Report the daily attendance
- Ensure that the daily & monthly Time & Attendance and Overtime is submitted on time to HR department, duly authorized by Warehouse Manager.
- Maintain the Time & Attendance for contract laborers including security guards.
- Maintain the daily productivity reports of all employees, duly filled in all respects & submitted to the concerned manager's for their validation before filing.
- Prepare & maintain the daily & monthly Health & Safety check list., ensure 100% Safe working Environment & report if any irregularities.
- Manage Petty Cash as per Company's policy & ensure minimum amount to be kept at all times for an emergency purposes. Obtain the prior approval for all the expenses
- Manage over all maintenance activities of warehouse such as Fire fighting equipments / Electrical equipments /A/C's, civil and plumbing works etc.
- Ensure that all the warehouse utility equipments such as forklifts, vehicles, electrical appliances, fire & safety equipments, computers, A/C's are serviced at regular intervals.
- Ensure that the maintenance expenses are within the allotted budgets & Prepare and submit the monthly maintenance expenditure report to the Warehouse Manager with suggestions for improvements if any.
- Ensure for uninterrupted utilities services such as telephones, emails, power supply, water levels & material handling equipments are maintained at all times.
- Solve staff issues & provide good working environment, Maintain good housekeeping standards & train all employees for good work culture.
- Ensure the cleanliness & hygienic conditions of all the warehouse premises.
- Train & manage the house keeping staff, ensure the daily routine tasks are carried out on time & measure the productivity for better utilization.
- Investigate the irregularities' at work place and suggest for corrective action, including disciplinary action for staff who are involved for irregularities.
- Conduct / arrange for regular meeting with staff, build team work among all the staff, including contract laborers & security guards and provide the feed back
- Arrange transport and food for staff, those, who are working in late hours & holidays.
- Suggest improvements for congenial working environments & seek directives from the warehouse manager for any new implementation.
- Carry out the jobs as assigned by the Warehouse Manager from time-to-time other than above.
- Implement "Cost Reduction Initiative", continuously, in all aspects of warehouse admin operations.
- Report any lost or missing shipments / containers and communicate to all concerned for claims.
- Volunteer to work extended hours to complete additional orders on time during peak seasons or as and when required.
- Maintain harmonious working relationship with other team members by giving them a helping hand while they are busy and maintaining positive attitude while at work.



- Report to Duty on time and follow the tasks prepared by the immediate superior.
- Safeguard the properties of the company such as tools, equipments and products by proper handling.
- Report to Warehouse Manager of any safety or security issues.
- Maintain good communication with superiors & colleagues
- Identify basic training needs of staff on receiving process and provide necessary basic training.
- Ensure adherence to the rules and regulations of company and comply with the superior instruction.

#### **PERSONAL CHARACTERISTICS:**

- Self motivated
- Analytical
- Independent
- Decisive

#### **PERFORMANCE MEASUREMENTS**

- All warehouse equipments are in working order
- Maintaining high standard of Warehouse Housekeeping
- Zero safety and security incident

#### **QUALIFICATIONS\REQUIREMENTS:**

- Bachelor's Degree
- At least 2 to 3 years experience in Distribution management and warehouse operations
- Proficient in MS Office (MS Excel, MS Word & MS PowerPoint)
- Proficient in writing reports and procedure manuals
- Strong communication skills

#### **COMPETENCY REQUIREMENTS**

**The following are the key competencies that will be required to complete this job effectively. Along side 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)**

- Drive for Results - 2
- Customer Focus - 2
- Negotiation Skills - 2
- Team Work - 2
- Problem Solving - 2
- Priority Setting & Time Management - 2
- Developing Others - 2
- Valuing Diversity - 2

**Department Head:** .....

**Employee:** .....