



POSITION DESCRIPTION

POSITION TITLE : Office Assistant/K5002
DEPARTMENT : Human Resource Department
CLASSIFICATION APPROVED BY : HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO : Admin Coordinator
POSITIONS SUPERVISED : Nil

POSITION PURPOSE

To help in daily office activities like filing, general housekeeping and to assist management in overall functioning in the office.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Greets and directs visitors to the appropriate area. Notifies staff of the presence/arrival of visitors.
- Maintains the office in an orderly and uncluttered state.
- Provides support for efficient departmental operations by ensuring the cleanliness in the office, meeting room, washrooms and pantry and preparing refreshments for managers and guests.
- Performs basic filing, copying, retrieving and distributing documents.
- Keeps stationary current.
- Perform other related duties as assigned.
- To cover receptionist during breaks or holiday

PERSONAL CHARACTERISTICS:

- Presentable
- Trustworthy
- Punctual
- Hardworking

PERFORMANCE MEASUREMENTS

- All meeting rooms prepared and ready on time for meetings
- Ensure the offices, washrooms, pantry are cleaned as per schedule
- Maintain 100% cover on reception when support is needed.

QUALIFICATIONS\REQUIREMENTS:

- General good education with 1-2 yrs of experience in the similar capacity.
- Ability to understand written and spoken English.
- Knowledge of Arabic an added advantage
- Considerable knowledge of office practices, methods and equipment.
- Working knowledge of the operation, adjustment and maintenance of office equipment and machines.
- Ability to plan and schedule, and to execute assigned task on time
- Ability to understand and conform to oral and written instructions.



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)

- Customer Focus - 1
- Integrity and Trust - 1
- Team Work - 1
- Managing relationships - 1
- Valuing Diversity - 1

Department Head:

Employee: