

Center for Career Placement & Alumni
Graduate Placement Services (GPS)

JOB VACANCY FORM®

Job Reference No.: JV933

Company Name: Khadamat Facilities Management L.L.C.



Company Type: Private

Job Position/Title:	Administration Supervisor	Academic Major:	All UAEU majors
Salary Range:	26,000 AED	Years of Experience:	4 years' experience
Job Location:	Al Ain	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	<u>Key Job Responsibilities</u> <u>Strategy:</u> • Ensure seamless operations of the Administration Department outputs, complete documentation and that requirement are met for provision of Administration services in line with best industry practices. • To take overall responsibility for the strategic development of the Administration Department in compliance to set departmental objectives, company policies and procedures at all times. • Ensure clear ownership and responsibility among Administration Services team for each output. • Improve customer satisfaction and deliver the business commitment through identifying and embracing efficiencies which meets and whenever possible exceeds expectations. <u>Delivery:</u> • Implements, evaluates, develops, and recommends continual improvement of office procedures and practices (Local Work Instructions) as required in compliance with QMS and ISO standards. • General Administration duties with preparing correspondence and documentation, drafting and distribution, maintain spreadsheets, statistics, reports and databases including typing, encoding, data processing as needed via excellent use of MS office applications or other related software • Control and monitor the performance of subcontractors providing services (i.e Transportation Management, Laundry management, leased company vehicles etc...) including contract renewals, review, establish KPI to ensure compliance to quality and service standards and value for money at all times. • Budget/Invoice Management and Petty Cash. Tracks office expenditures by recording expenses, purchase orders, authorizing purchases, ensure expenses do not overspend the allocated budget. Provides input into budget formulation. • Maintain Asset Register that all Commercial and Procurement transactions are added to the register and that all written off assets are removed from the Register and disposed of as per the Company Policy and, wherever possible to extend the lifecycle of Assets. • Branding Management. Enhance brand loyalty of staff and develop new strategies consistently manage the branding element in accordance with the Khadamat branding strategy. Undertake research into best practice for company branding and produce a Khadamat branding strategy. • To provide executive support to the Operational Managers including taking minutes of the meeting and undertaking PA duties in the absence of the Personal Assistant to the GM. • Carry out regular Quality Control checks of all outputs of the department • Reception duties (in the absence of Receptionist / Administrator whilst on leave,		

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	break, sickness etc.) as needed. - Perform and carry out projects, ad hoc tasks, duties, and monthly reports as instructed/directed by the Line Manager. Planning: - Ensuring all assets are maintained and breakdown is proactively managed ensuring emergency measures are in place and continuity of services. - In consultation with Line Manager, produce a plan for the services requirement from Admin and ensure that suitable resource is available at all times to deliver the outputs as required in accordance with the needs. - Manage all the processes and planning related to service deliverables including contingencies measures required. - Review costs for the Admin Department, wherever possible without detriment to the business outputs, rationalize and reduce by reviewing/revising work processes, procedures and procurement etc. - Plan/take actions after internal (Khadamat) customer satisfaction survey. - Contribute to the planning and delivery of key company events as required from the Admin team. Continuous Improvement: - Promote innovation as part of continual development relating to efficiency and productivity of Administration services provision. - Comply with company Environmental policy by taking an active role in the continual improvement of the environmental initiatives. - Conduct gap analysis, and recommend to Line Manager identified opportunities for improvement to be implemented after approval. Leadership and Supervision: - To comply with the organization's QHSE policies and procedures at all times. - To work safely at all times and to report all hazards and incidents to Departmental Supervisors/Managers - To actively participate in all QHSE training, programs, audits and inspections when required and, as necessary. - To exercise a personal duty of care for their own health, safety and welfare and to that of others. - To lead by example and ensure to protect the environment by conservation of electricity, water and other natural resources, and minimizing generation of waste. Information Security Responsibilities: - To protect information assets including both electronic and paper based from all threats whether internal, external, accidental or deliberate. Skills: - Excellent English Language (written and spoken) - Thorough understanding of health and safety concepts. - Excellent word processing skills
Minimum Qualifications:	- Minimum 4 years' experience working in a similar position - Minimum 2 years relevant Supervisory experience - Hold a relevant degree or equivalent work related experience - Excellent knowledge of office administration - Excellent computer Skills (Word, Excel, PowerPoint etc) - Mature, detail-minded, self motivated and responsible - Able to maintain strict confidentiality in performing duties
No. of Positions Required:	1
Job Close Date:	15/03/2016

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IMPORTANT: The information presented in this document is for UAEU students and graduates only and cannot be shared outside UAE University

To Apply, UAEU Graduates/Alumni should send their CVs to:

careers@khadamat.ae

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