

Job Profiler

Overview			
Title	Assistant Administrator	Position Code	
Direct Reporting Relationship (Title)	Administrator	Division	Alfanar Projects
Company	DAR Engineering	Business Unit	General Management
Department	Administration	Section	-
Sub-Section	-	Grade	D3
Purpose	<ul style="list-style-type: none"> Providing support to our managers and employees, assisting in daily office needs and managing the company's general administrative activities. Assist the senior management staff in planning administrative strategies and analyzing business decisions to achieve the company's goals and objectives. 		

Key Accountability
Key Activities
<ul style="list-style-type: none"> Provide administrative support to ensure efficient operation of office.
<ul style="list-style-type: none"> Answers phone calls, schedules meetings and supports visitors.
<ul style="list-style-type: none"> Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
<ul style="list-style-type: none"> Complete operational requirements by scheduling and assigning administrative projects and expediting work results.
<ul style="list-style-type: none"> Make travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
<ul style="list-style-type: none"> Exhibit polite and professional communication via phone, e-mail, and mail.
<ul style="list-style-type: none"> Support team by performing tasks related to organization and strong communication.
<ul style="list-style-type: none"> Ensure operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
<ul style="list-style-type: none"> Provide information by answering questions and requests.
<ul style="list-style-type: none"> Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
<ul style="list-style-type: none"> Contribute to team effort by accomplishing related results as needed.

Main Contacts	
Internal	External
All concerned Business Units	Client
HR Department	Partners
Admin Department	Sub-consultants
IT Department	Suppliers
Accounts and Finance Department	Other stake holders (external)

Qualifications/Requirements	
Knowledge and Experience	<ul style="list-style-type: none"> • Fresh candidate with strong administrative skills.. • Excellent organizational and time management skills. • Strong written and verbal communication skills. • Proficient in Microsoft (MS) Office Suite and database software. • Ability to work independently and multitask. • Professional demeanor.
Education and Certifications	<ul style="list-style-type: none"> • Minimum Master's degree in business administration or related field preferred.

Competencies	
Organizational/Behavioral Competencies	Proficiency Level (1, 2, 3, 4)
•	•
Technical/Functional Competencies	Proficiency Level (1, 2, 3, 4, 5, 6)
•	•

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