

## Administration Assistant

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Company: Al Tayer Group

Location: Hawally

Category: other-general

### Job Purpose

- To support relevant department by providing professional administration related services, enabling the team to function effectively and efficiently

### Job Requirements

Education/Certification and Continued Education

- High school qualification

Years of Experience

- 2 – 3 years experience in a relevant field

### Essential Roles and Responsibilities

Functional Roles and Responsibilities

- Keep track of absence, leave time - such as short leave, sick leave, vacation, etc., for employees of the company/ division/ department/ location of your responsibility sphere, and follow-through with them to update their absence/ leave status on designated system/s

including posting of information onto designated system/s on behalf of certain employees, as may be required.

- Responsible for cascading HR/ employee/ company related information to [snk] employees of the company/ division/ department/ location of your responsibility sphere through appropriate communication channels
- Coordinate all regular communications to and from stores by providing appropriate information to relevant
- Resolve any issues within scope of accountability and communicate outcome to appropriate parties
- Follow up with the stores to ensure data/information is received as per the head office requirements
- Provide all necessary secretarial and office support to the Manager from handling calls, drafting and processing letters, faxing etc
- Provide required support to others in the department with respect to, sending official correspondence on their behalf, providing collective information to them, making their travel arrangements etc
- Maintain necessary documentation system for efficient and orderly storage and retrieval of documents/information. Maintain and update all necessary records, files and database
- Liaise with the external suppliers i.e. maintenance departments to ensure the repairs/works are carried out in an efficient manner
- Raise LPO's, and ensure timely follow up of the payments
- Deliver and record daily accountabilities in line with operational audits

- Accountable to management team and entrusted with confidential administrative work

Additional Information

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