

Executive
Job Description

Position Information

Job Title:	Executive	Reporting To:	Administration Manager
Department:	Human Resource	Indirect Reporting Manager:	NA
Date:			

Position Purpose / Context

To support Administration Manager/External Affairs Manager/Shared Services Manager in carrying out task/duties under Administration & Facilities/External Affairs /Shared Services with the objective to support the business deliverables.

Key Duties / Responsibilities

Shared Services

To undertake administrative and operation tasks under Shared Services Function as assigned and support the Shared Services Manager.

External Affairs

To support the External Affairs Manager as assigned which includes but not limited to Plant Visit, Internal Events and Communication.

Administration & Facility/Visitors Centre management

1. Support Administration Manager in overseeing the administration and facility management which includes:
 - (1) Front office service
 - (2) Office building and plant perimeters maintenance
 - (3) Regional sales offices – tenancy and facility
 - (4) Office supplies/office equipment
 - (5) Transport and lodging for visitors
 - (6) Workstation allotment
 - (7) Employee cafeteria
 - (8) Employee transportation
 - (9) Employee uniform
 - (10) Any other employee areas
 - (11) Foreign Workers Management and Works Right Policy Compliance
 - (12) Employee Relations Event
2. Manage and Printing ID Card/ Card Access List for Employees & Contractor and work with EOSHS Dept to ensure card access activation.
3. Manage and execute the delivery of Coca-Cola Ambassador/ Festival/Clearance drinks to employees
4. Support Administration Manager in Expatriate and Foreign Resources Management
 - (1) Preparation of paperwork for Additional Expatriate Post Application to MIDA, Employment and Dependant Pass Application and Renewal, Professional Visit Pass.
 - (2) Submission of documents related to Visa and Pass application to Immigration Department.

5. Support Receptionist during leave/absence from work/lunch break.

Other Duties

1. Exercise responsible and professional behavior at all times and positively representing the Company.
2. Ensure high standards of professional presentation and grooming.
3. Be flexible in your job function and perform any other reasonable duties and responsibilities which may be assigned to you, including redeployment to other department/areas if required, in order to meet business demands and guest service needs.
4. Respond to changes in the Support/ Supply Chain/Commercial Function as dictated by the industry and Company.

Personal Competency Requirements

Core Competencies:

- **Drives Innovative Business Improvements:** Develops new insights into solutions that result in organizational improvements
- **Balances Immediate and Long Term Priorities:** Seeks to meet critical objectives while considering the impact of those decisions and activities on the ability to achieve long-term goals.
- **Delivers Results:** Focuses on the critical few objectives that add the most value and channels own and others' energy to consistently deliver results that meet or exceed expectations
- **Imports and Exports Good Ideas:** Relentlessly seeks, shares and adopts ideas and best practices in and outside the Company and embraces change introduced by others.
- **Develops and Inspires Others:** Builds and maintains relationships that motivate, guide, and/or reinforce the performance of others toward goal accomplishments. Develops self and others to improve performance in current role and to prepare for future roles; seeks and provides feedback and coaching to enhance performance.

Functional Skills:

- Team player, attention to detail, able to work and interact with different level of people,

Related Position Requirements/Qualifications

Education: Diploma in any field

Experience: At least 1-2 years in any administrative and human resources role.

Qualification:

1. Proficiency in using MS Office applications
2. At least 1-2 year(s) of experience in general office administration and human resources functions

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3. Good organization skills with the ability to handle multi-tasks and meet deadlines
4. Strong communication and problem solving skill

Language: English

- **Computer:** Computer literate

Position Dimensions

Quantitative KPI's	
Organizational Impact: (level and nature of contacts within and outside the business)	
Licenses or Certificates	
Other Requirements	

Approvals:

Position Holder

Direct Manager

Name:

Name: