

## POSITION DESCRIPTION

<b>Title:</b>	PR Administrative Assistant	<b>Location:</b>	Abu Dhabi
<b>Department:</b>	HR and CS	<b>Reports to:</b>	HR & Corporate Services Manager
<b>Prepared by:</b>	CAMO	<b>Date:</b>	July 2014

### Overall Purpose:

To provide administrative support to the PR department with regards to PR services and all administrative requirements of government agencies

### Roles and Responsibilities

- Provide administrative assistance to the PR team
- Maintain PR schedule and daily agenda
- Work in close co-operation with HR regarding all employee PR requirements
- Assist with all new employees on-boarding requirements including processing in a timely manner entry permits, medicals, residency visa, Emirates ID, driving licenses
- Process documents for official typing as required in a timely manner
- Type and conduct data entry as per employment approval applications and immigration's requirements
- Maintain and update master data spreadsheet and reports on the status of government employment approvals, visa requirements and registrations as required
- Communicate daily with HR and other departments within the Company on the progress of legal and government approvals being processed
- Ensure non-disclosure of confidential information and documents and that all documents are properly secured at all times
- Ensure appropriate records are maintained as required
- Perform other duties as required

### QHSE & BC:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System and Business Continuity (BC) Compliance and Improvement

### Professional and Academic Expertise

- Strong organizational skills, including the ability to prioritize workload and meet deadlines
- Proven administrative skills
- Demonstrated ability to provide high level of customer service
- Excellent time management skills
- Ability to work under pressure
- Ability to safeguard confidential information
- Very good standard of English language and ability to communication both verbal and written
- Demonstrated ability to work in a team in a multicultural environment

Chief Administrative Medical Officer

Change Brief

Version	Date	Changes
1	July - 2014	New PD
2	July 2016	Updated reporting line
3	July 2019	Due to review no changes
4	November 2019	Update line Manager and Department from CAO to HR & Corporate Services Manager
5	January 2022	Changed "CAO" to "CAMO"