

POSITION DESCRIPTION

Title:	Operations Assistant	Location:	Abu Dhabi, UAE
Department:	Operations	Reports to:	Director of Operations
Salary:	Salary package		
Prepared by:	COO	Date:	February 2017

Overall Purpose:

The purpose of the Operations Assistant is to maintain the day to day administrative requirements of operations department. The Operations Assistant provides a supporting role to the Operations team, ensuring a high level of operational delivery at all times.

Roles and Responsibilities:

The roles and responsibilities of the Operations Assistant:

- Assist with the planning and development of operational plans and deployment for events on a multitude of scales
- Provide assistance to all areas of operations contracts and other essential duties, as directed
- Complete event related paperwork and planning including use of electronic systems to track government passes and other position related documents
- Provide statistical analysis of schedules or data, as required
- Complete event administration including RFQ, filing, tracking and management of historical information
- Monitor, record, and track of time and attendance and support to resource department
- Perform other duties as required

QHSE

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

Professional and Academic Requirements

- A relevant qualification
- Minimum of 2 years' experience in administration
- Good computer skills
- Fluent in English, both written and oral

- Arabic Language is an advantage
- Demonstrate effective communication and interpersonal skills
- Self-motivated and able to work unsupervised with excellent time management skills
- Ability to think critically, use sound judgment in making decisions, and remain calm in stressful situations
- Ability to function efficiently throughout an entire work shift without interruption
- Ability to work in a culturally diverse environment

Chief Administrative Officer

Change Brief

Version No.	Date	Changes
1	February 2017	New PD
2	July 2019	Due to review no changes
3	July 2021	Due to review no changes

Review & Approval:

(Enter final approver title here)