

## POSITION DESCRIPTION

<b>Title:</b> HR Admin Assistant	<b>Location:</b> Abu Dhabi
<b>Department:</b> HR and Corporate Services	<b>Reports to:</b> HR and Corporate Services Manager
<b>Prepared by:</b> HR and Corporate Services Manager	<b>Date:</b> February 2020

### Overall Purpose:

To provide administrative assistance to the HR & Corporate Service Manager and the HR Department, ensure to collect and update all the data entry related to the assigned tasks, update and monitor all the employees filling records, and ensure the full-time support to recruitment function to accomplish required preparation of files prior to the credentialing stage

### Roles and Responsibilities

- Organized, compile and update the personal records and documentation.
- Ensure all the files are reviewed, checked, and the filling checklist verified and signed by the HR & Corporate Services Manager or her delegates
- Ensure to collect and update all the data entry related to the assign tasks or other tasks given by the HR & Corporate Services Manager or her delegates
- Liaise with HR & Corporate Services Manager to prepare and submit the document review for all HR and CS policies, forms etc.to the relevant stakeholders
- Maintain and organize the HR & CS online training schedule.
- Coordinate with the HR Generalist to Organize and prepare the new joiners “ welcome packs”.
- Ensure updating the driving license master list, and update the records of UAE and GCC National Emirates ID
- Ensure updating sick leave records in the Oracle Fusion
- Ensure to provide full-support to the recruitment function to prepare files prior to the credentialing stage
- Ensure that the Department meeting minutes are taken and sent to the team within 1-2 working days
- 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

- Average 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

#### Change Brief

Version No.	Date	Changes
1	February 2020	New Position Description
2	July 2021	Additional/deletion of tasks.
3	August 2021	Rewrite and add BC in QHSE section

Review & Approval:

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Chief Administrative Officer