

POSITION DESCRIPTION

Title:	Public Relations Officer	Location:	Abu Dhabi
Department:	HR & CS	Reports to:	HR & Corporate Services Manager
Salary:	Salary package		
Prepared by:	CAO	Date:	January 2014

Overall Purpose:

Provide services for the Company in relation to all Company and employee requirements with government agencies

Roles and Responsibilities

- Work in close co-operation with HR, Recruitment, Operations, and Fleet regarding all employee PR requirements as well as business requirements
- Ensure that all new employees on-boarding requirements are processed in a timely manner with regards to entry permits, medicals, residency visa, Emirates ID, driving licenses
- Ensure all security passes are processed in a timely manner
- Assist fleet in government processes, vehicle registrations and renewals, as required
- Process documents for official typing as required in a timely manner
- Submit other documentation to Government agencies as directed
- Ensure all documents are properly secured at all times
- Ensure appropriate records are maintained as required
- Ensure receipts are obtained for all petty cash payments and are handed to the CAO regularly
- 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 Expertise

- Minimum of 2 years' experience in Public Relations in Abu Dhabi
- Driver License
- Demonstrated ability to work in a team environment.
- Ability to work under pressure and meet tight deadlines.
- Good command of Arabic and English (verbal and written)
- Good organizational and administrative skills

- Good interpersonal skills
- Ability to deal with complex PR issues in an appropriate way
- Ability to maintain confidentiality at all times
- Ability to perform in a fast pace multicultural environment

Chief Administrative Officer

Change Brief

Version	Date	Changes
1	February 2014	New Document
2	February 2016	Update reporting line, roles and responsibilities and professional and academic expertise
3	July 2019	Due to review no changes
4	November 2019	Update Department, Line Manager, remove facilities from roles and responsibilities
5	July 2021	Due to review no changes