

## POSITION DESCRIPTION

<b>Title:</b>	Executive Office PA	<b>Location:</b>	Abu Dhabi
<b>Department:</b>	CEO'S Office	<b>Reports to:</b>	CEO
<b>Salary:</b>	Salary package	<b>Band:</b>	3
<b>Prepared by:</b>	CAO	<b>Date:</b>	Feb 2019

### Overall Purpose:

The purpose of the Executive Coordinator is to provide organizational support to the CEO and other executives and manage the day to day administrative requirements of the Head Office

### Roles and Responsibilities

- Provide efficient organizational services to meet the requirements
- Provide effective and accurate and timely administrative support
- Liaise with colleagues and clients in a diplomatic and professional manner
- Treat all Company and employee information in a confidential manner
- Supervise and manage the daily tasks of CEO Office staff
- Supervise the Administrative Assistant and manage the day to day administrative requirements of the office as detailed by CAO, including responding to all inquiries
- Maintain the Company commercial leases including:
  - Manage the administrative processes for renewal
  - Oversee the maintenance of office and buildings, ensuring they are kept to a suitable standard, and maintaining a register of all maintenance issues
  - Liaise with the property managers as required
  - Check utilities accounts and payment schedules for commercial leases, in conjunction with Finance, to ensure utility accounts are received and paid by due date
  - Maintain a key register with a spare copy of keys for all offices and commercial leases
  - Oversee the maintenance of all office furniture and furnishings including coordination of purchase requirements
  - Oversee changes in staff and/or desk locations
  - Report any safety or security issues through QHSE
- Manage Executive Weekly Meetings
- Manage the Procurement and Tendering Committee Weekly Meetings
- Prepare for Board Quarterly Meetings
- Manage Head Office Staff Parking and Building Passes
- Manage Administration Petty Cash
- Manage corporate fax and corporate mailbox ensuring distribution to relevant departments
- Manage transportation arrangements of EMTs for Department of Health licensing exams
- Manage Department of Health and Ministry of Health facility licensing for all facilities
- Perform other duties as required including but not limited to credentialing and licensing

### QHSE:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement
- Participate in QHSE Risk Assessments / Inspections and conduct investigations into non conformances, near misses, incidents or complaints.

#### Professional and Academic Expertise

- A Relevant diploma or degree qualification
- Minimum of 2 years' of professional experience
- Strong organization skills including ability to priorities workload and meet deadlines
- Highly developed communication and translation skills between English and Arabic, both spoken and written
- Capable of handling sensitive information and situations
- Demonstrated ability to supervise staff
- Ability to manage time and work under pressure
- Demonstrated ability to work in a team environment
- Ability to perform in a sensitive multicultural environment

Chief Administrative Officer

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#### Change Brief

Version No.	Date	Changes
1.	November 2016	New PD
2.	Feb 2019	Removal of Driver and Office aid responsibilities as they are reporting to HR and Corporate Service Manager Additional Responsibilities to support Clinical Governance for Credentialing
3	December 2020	Position name title to Executive Office PA Removal of CAO in overall purpose

Review & Approval:

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(Chief Administrative Officer)