

## POSITION DESCRIPTION

<b>Title:</b>	Office Aide	<b>Location:</b>	Abu Dhabi
<b>Department:</b>	HR & CS	<b>Reports to:</b>	HR & Corporate Services Manager
<b>Salary:</b>	Salary package	<b>Band:</b>	1
<b>Prepared by:</b>	CAO	<b>Date:</b>	August 2013

### Overall Purpose:

To provide basic administrative and support services for the Head Office, ensuring that the all areas and offices are clean and tidy and that equipment required for administrative tasks are maintained and consumables resupplied

### Roles and Responsibilities

The roles and responsibilities of the Office Aid:

- Assist administrative staff in performing their duties
- Maintain the public areas so that they are in a clean and tidy condition at all times
- Keep offices areas clean with bins being cleared daily and offices cleaned weekly
- Monitor office equipment and advise when maintenance required
- Monitor and resupply office consumables, such as photocopy machine, coffee machine and other supplies as required and at least daily
- Sort and distribute mail
- Service beverages to managers, executives, and guests, only as required
- Perform other duties as directed by the manager

### QHSE:

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

### Professional and Academic Expertise

- Must be clean, tidy and presentable at all times
- Must have a good knowledge of basic level administrative support services
- Demonstrate good communication skills with the ability to speak and understand a reasonable level of English
- Must be honest, respectful, and trustworthy

Change Brief

Version	Date	Changes
1	August 2013	New PD
2	August 2016	Update department and reporting line
3	July 2019	Due to review no changes
4	November 2019	Update Line Manager, Department and Roles & Responsibilities