

## POSITION DESCRIPTION

<b>Title:</b>	Executive Office Personal Assistant	<b>Location:</b>	Abu Dhabi
<b>Department:</b>	CEO Office	<b>Reports to:</b>	CEO
<b>Prepared by:</b>	CAMO	<b>Date:</b>	Feb 2019

### Overall Purpose:

The purpose of the Executive Office PA is to provide organizational support to the CEO and CAMO Office staff and manage the day-to-day administrative requirements of the Head Office.

### Roles and Responsibilities:

- Provide effective, 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
- Add reference numbers to stakeholder correspondences, ensuring received and sent letters are securely saved on the shared N drive folder
- Supervise the Administrative Assistant and manage the day-to-day administrative requirements of the office as detailed by CAMO, including responding to all inquiries
- Maintain the Head Office including:
  - Manage the administrative processes for commercial lease renewal (as applicable)
  - Oversee the maintenance of the office, ensuring they are kept to a suitable standard, and maintaining a register of all maintenance issues
  - Liaise with the property managers as required
  - Maintain a key register with a spare copy of keys for all offices
  - Oversee the maintenance of all office furniture and furnishings including coordination of purchase requirements
  - Coordinate with the Office Aide to ensure monthly pest control service
  - Report any safety or security issues through QHSE
- Prepare agendas and accurate minutes of the Executive Meetings
- Schedule the Procurement and Tendering Committee Weekly Meetings, and any other stakeholder meetings with executives
- Follow up on pending actions directly with those who have been assigned actions
- Put together paperwork for Board of Directors Quarterly Meetings in coordination with CEO Office staff
- Manage Head Office Staff Parking, Building Passes, and building access for CEO's visitors in liaison with NA Reception
- Manage Administration Petty Cash and prepare quarterly claims for replenishment
- Manage corporate fax and corporate (Info) mailbox ensuring distribution to relevant departments
- Manage NA Invite mailbox for Head Office events as assigned by CEO and/or CAMO
- Manage General Inquiries received via email from the National Ambulance Website service desk in a timely manner and with appropriate prioritization

- Manage Department of Health and Ministry of Health facility licenses for all facilities are renewed before expiry
- Verify all daily Purchase Orders raised by Supply Chain team and maintain a record of all release order POs under Blanket Purchase Agreements (including PO number, quantity, and value)
- Assist in calendar scheduling of CEO meetings and ensure inclusion of key people's Annual Leave
- Check and approve the CEO Office staff's timecards by the end of every month
- Perform Clinical Service department duties as below in the absence of the Credentialing & Licensing Assistant:
  - urgent credentialing
  - urgent DOH exam booking of clinical staff (as specified by Credentialing & Licensing Assistant)
  - forwarding DOH Circulars to Clinical Governance & filing in relevant folder
- Coordinate with Legal Officer/Legal Service provider for review of MOUs and keep copies on shared folder

#### QHSE & BC:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System and Business Continuity (BC) Compliance and Improvement
- Participate in QHSE and BC 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 prioritize 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

Review & Approval:

Chief Administrative & Medical Officer



Executive Office Personal Assistant  
July 2022

HRP630  
Version 4

#### Change Brief

Version No.	Date	Changes
1	Nov. 2016	New PD
2	Feb. 2019	Updated
3	Dec. 2020	-Position name title to Executive Office PA -Removal of CAO in overall purpose
4	Jul. 2022	-Updated title to Executive Office Personal Assistant -Modified as per standard template -In overall purpose, deleted CAO and updated to CEO Office Staff -Deleted: Provide efficient organizational services to meet the requirements Supervise & manage the daily tasks of CEO Office staff Check utilities accounts & payment schedules for commercial leases Oversee changes in staff and/or desk locations Manage transport of EMTs DOH licensing exams -Added: Add reference numbers to stakeholder correspondences, ensuring received and sent letters are saved on N drive Coordinate with the Office Aide to ensure monthly pest control service Manage NA Invite mailbox for Head Office events as assigned by CEO/CAMO Manage General Inquiries from NA website service desk Verify daily POs and maintain record of all release orders under BPAs Assist in calendar scheduling of CEO meetings & ensure inclusion of key people's Annual Leave Check & approve the CEO Office staff's timecards by the end of every month Perform Clinical Services department duties: (urgent credentialing, urgent DOH exam booking, forwarding DOH circulars to CGO) Coordinate with Legal Officer/Legal Service provider for review of MOUs and keep copies on shared folder