

POSITION DESCRIPTION

Title:	Client Contracts Manager	Location:	Abu Dhabi
Department:	CEO Office	Reports to:	CEO
Salary:	Salary package	Band:	4
Prepared by:	CAO	Date:	February 2015

Overall Purpose:

To provide administrative support to the CEO with regards to managing contracts with clients, ensuring National Ambulance's requirements are met

Roles and Responsibilities

- Provide administrative support to the CEO on a daily basis
- Establish an excellent working relationship with NA clients administrative staff
- Liaise with clients on contract administrative issues
- Ensuring that client payments are made on due date
- Maintaining records and documentation of all contract correspondence and client contact information sheets
- Approve the reportees time cards by the end of every month.
- Other duties as directed

QHSE:

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

Professional and Academic Expertise

- A suitable qualification
- At least 3 years of experience in a similar role
- Fluent Arabic and English speaker
- Excellent communication skills
- Ability to form a rapport with work colleagues and clients
- Ability to work in a multicultural environment
- Excellent planning and organizational skills to balance and prioritize work

Chief Administrative Officer

Change Brief

Version No.	Date	Changes
2.0	October 2014	Updated PD
3.0	February 2015	Change in title/updated PD
4.0	July 2019	Due to review no changes
5.0	November 2019	Update band and reporting line manager from DCEO to CEO, Replace DCEO to CEO Add in roles and responsibilities time card

Review & Approval:

(Chief Administrative Officer)