

POSITION DESCRIPTION

Title:	PR Administrative Assistant	Location:	Abu Dhabi
Department:	HR and CS	Reports to:	HR & Corporate Services Manager
Salary:	Salary package	Band/Grade:	2
Prepared by:	CAO	Date:	July 2014

Overall Purpose:

To provide administrative support to the PR department with regards to PR services and all administrative requirements of government agencies

Roles and Responsibilities

- Provide administrative assistance to the PR team
- Maintain PR schedule and daily agenda
- Work in close co-operation with HR regarding all employee PR requirements
- Assist with all new employees on-boarding requirements including processing in a timely manner entry permits, medicals, residency visa, Emirates ID, driving licenses
- Process documents for official typing as required in a timely manner
- Type and conduct data entry as per employment approval applications and immigration's requirements
- Maintain and update master data spreadsheet and reports on the status of government employment approvals, visa requirements and registrations as required
- Communicate daily with HR and other departments within the Company on the progress of legal and government approvals being processed
- Ensure non-disclosure of confidential information and documents and that all documents are properly secured at all times
- Ensure appropriate records are maintained as required
- 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

- Strong organizational skills, including the ability to prioritize workload and meet deadlines
- Proven administrative skills
- Demonstrated ability to provide high level of customer service
- Excellent time management skills
- Ability to work under pressure
- Ability to safeguard confidential information
- Very good standard of English language and ability to communication both verbal and written
- Demonstrated ability to work in a team in a multicultural environment

Chief Administrative Officer

Change Brief

Version	Date	Changes
1	July - 2014	New PD
2	July 2016	Updated reporting line
3	July 2019	Due to review no changes
4	November 2019	Update line Manager and Department from CAO to HR & Corporate Services Manager