

Alloy Toll Management Sdn Bhd		Job Title : Toll Monitoring Clerk	
Doc No : JD20 Effective Date: 01/01/2022	Version No. : 1.3	Reporting to: Manager / Assistant Manager, Toll Monitoring / Executive, Toll Monitoring / Senior Supervisor, Toll Monitoring / Supervisor, Toll Monitoring / Supervisor, Toll	Page 1 of 3

JOB PURPOSE : To support Toll Monitoring Team in order to ensure efficient and effective monitoring of Toll Plaza Operations.

RESPONSIBILITIES :

- (1) To assist Supervisor, Toll Monitoring at site in performing below functions:
 - a) To perform 100% traffic count from CCTV recording on either manual transaction or hand held reader transactions and make comparison againsts End of Job traffic.
 - b) To conduct daily verification and reconciliation of Class Discrepancy, Exemption, Violation, Wrong Class and any exceptional Transactions.
 - c) To audit and view transactions from CCTV recording to trace any non conformance to standard operating procedure or any abnormality activities which could lead to pilferages.
- (2) To assist Supervisor, Toll Monitoring in conducting scheduled and ad hoc inspections at Toll Plazas.
- (3) Preparing and submitting periodic report and updates on CCTV and Exceptional transactions verification as required by Supervisor, Toll Monitoring / Executive, Toll Monitoring and ATM HQ.
- (4) Typing correspondences and filing work.
- (5) Any other duties assigned by Supervisor, Toll Monitoring, Executive, Toll Monitoring and Manager / Assistant Manager, Toll Monitoring from time to time.

REQUIRED COMPETENCIES

a) EDUCATION/EXPERIENCE/SKILLS

- SPM

If the above requirement are not met, below criteria is to be considered

- Minimum 2 years experiences in clerical works.

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b) Skills

- Computer literate
- Filing skills
- Communication skills
- Auditing skills

If the above requirement are not met, training on related skill topic to be given, either internally or externally.

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DOCUMENT AMENDMENT REGISTER

NO	DATE	REASON	CHAPTER	VERSION
1	07/06/2013	Initial Release	ALL	1.0
2	16/06/2014	Redesignation of job title.	-	1.1
3	23/03/2018	Added job title reporting to Senior Toll Monitoring Supervisor. Amendment; - Revision No. changes to Version No. as agreed in the 4 th ISO New Standard Transition meeting.	-	1.2
4	01/01/2022	Redesignation the Job title.	-	1.3

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