

Alloy Toll Management Sdn Bhd		Job Title : Stenographer	
Doc No : JD07 Effective Date : 23/03/2018	Version No. : 2.6	Reporting to: Head / Deputy Head, Toll Management	Page 1 of 2

JOB PURPOSE : To support efficient and effective administrative operations and keep track of the administration of both plazas.

RESPONSIBILITIES :

- (1) Verify and check overtime and mileage for all Toll Collectors and Supervisors.
- (2) Manage and maintain efficient filing system as required by company.
- (3) Prepare minutes of meeting as required by operations.
- (4) Prepare standard letters, response, reports and memos as required by the company.
- (5) Handle all confidential documents with highest integrity level as required by the company.
- (8) Perform secretarial functions and other duties responsibilities as directed by Head / Deputy Head, Toll Management from time to time in supporting company in achieving all KPIs set.

REQUIRED COMPETENCIES

a) Education and Experience

- Certificate in Stenography

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

- Minimum 3 years experiences in handling correspondence, internal/external communication, dealing with other department, attending meeting, preparing memo/letter etc.

b) Skills

- Taking minutes skills
- Filing skills
- Phone etiquette skill
- Communication skill

If the above skills 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	26/5/2000	Initial Release	All	1.1
2	11/6/2002	JD updated to be in-line with ISO 9001:2000	All	2.0
3	20/8/2003	DGM upgraded to GM. Coordinator or changed to Assistant Supervisor. Chief Supervisor to Senior Supervisor.	All	2.1
4	1/11/2005	Administrative changes on the format	All	2.2
5	02/05/2006	Amendment made – Minimum experience required	All	2.3
6	01/09/2009	JD updated to be in-line with ISO 9001:2008	All	2.4
7	16/06/2014	Redesignation job title. Update training topics to be given based on the revised QMS.	All	2.5
8	23/03/2018	Redesignation of job title from Senior Vice President II, Head, Toll Management to Head/ Deputy Head, Toll Management. Updated training topics to be given based on the revised QMS. Amendment; - Revision No. changes to Version No. as agreed in the 4 th ISO New Standard Transition meeting.	-	2.6

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