

Alloy Toll Management Sdn Bhd		Job Title : Executive, Administration	
Doc No : JD 14 Effective Date : 23/03/2018	Version No. : 1.3	Reporting to: Operations Manager / Vice President / Assistant Vice President, Operations	Page 1 of 4

JOB PURPOSE : To ensure efficient and effective execution and monitoring of the overall plazas' administrative management through proper planning, coordinating and controlling of all plazas' administration related activities.

RESPONSIBILITIES :

- (1) Manage efficiently stationeries and consumables in all Plazas by ensuring continuous controls being implemented consistently by performing periodic checks/ audits.
- (2) Ensure that store management at each plaza are in accordance with the company's requirements by monitoring, checking and verifying stock report.
- (3) Assisting Operations Manager/ Vice President/ Assistant Vice President, Operations to ascertain that the toll plazas' office management are properly preserved comprising the cleanliness, security/ safety, asset/ stock/ consumables/ spares management and plaza premises/surrounding area.
- (4) Ensuring all assets including vehicles and office equipments are in proper by ensuring all documentations being recorded consistently.
- (5) Carry out regular checks on storage items, stationeries, consumables, stocks/ spares and the operation of storages to prevent and detect any misconduct or fraudulent activity.
- (6) Conduct regular inspection, audit and investigation in order to count, detect and deter any possible fraud or discrepancy that could lead to misuse of stationeries, consumables, assets/ stocks/ spares, by performing spot checks, discreet observations and periodic stock inspection/counting.
- (7) Monitor needs of staff administrative requirements (stationeries, uniforms, consumables) to be controlled in optimum and proper manner.
- (8) Prepare summary on plazas' petty cash expenses, compilation of procurement's request in preparing for annual budget/ capex and verification of mileage claims.
- (9) Monitor and control usage of utility (electricity, water, telephone and facsimile) by checking, analyzing, and verifying the monthly bills.
- (10) Ensure integrity of quality controls, monitor administrative activities and discuss with Operations Manager/ Vice President/ Assistant Vice President, Operations when required to improve QC at stores.

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- (11) Maintain good rapport with relevant personnel at Administration Department HQ and finance HQ to ensure reliable / timely supply of requested material/items.
- (12) Perform any other duties and responsibilities as directed by the Operations Manager/ Vice President/ Assistant Vice President, Operations from time to time.

REQUIRED COMPETENCIES:

a) Education and Experience

- Bachelor Degree in Business Administration / Economics / Statistics or its equivalent.
- Fresh, 1 or 2 years working experiences.

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

- Diploma holders with 5 – 8 years working experiences although not necessary to be in similar industry.

b) Skills

- Leadership skills
- Communication skills
- Planning and Office Administration skills
- Report Writing skills
- Auditing skills

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

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Internal Training to be given on below topics:

- ATM Quality Management System
- Understand Senior Supervisor, Supervisor, Executive Toll Monitoring, Senior Toll Monitoring Supervisor, Toll Monitoring Supervisor, Assistant Supervisor, Jurutol and Teller Pusat Khidmat Pelanggan job responsibilities:
 - i) Senior Supervisor – JD 05
 - ii) Supervisor – JD 06, PM 12 to PM 20, PM 22 to PM 25, AKP 02, AKP 04 to AKP 07
 - iii) Executive, Toll Monitoring – JD 17, PM 15, AKTM 01
 - iv) Senior Toll Monitoring Supervisor – JD 22
 - v) Toll Monitoring Supervisor – JD 15
 - vi) Assistant Supervisor – JD 19
 - vii) Jurutol – JD 09, PM 11, AK 01 to AK 16, AK 18 to AK 23
 - viii) Teller Pusat Khidmat Pelanggan – JD 22
- Toll Collection System – Open and Closed System
- Toll Collection System – Hardware Specification

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DOCUMENT AMENDMENT REGISTER

NO	DATE	REASON	CHAPTER	VERSION
1	02/01/2008	Initial Release	All	1.0
2	12/06/2012	New inserted : Cross reference with AKP 02	-	1.1
3	16/06/2014	Redesignation job title. Update training topics to be given based on the revised QMS	All	1.2
4	23/03/2018	Updated training topics to be given based on the revised QMS. New Inserted of job title Vice President / Assistant Vice President, Operations. Amendment; - Revision No. changes to Version No. as agreed in the 4 th ISO New Standard Transition meeting.	-	1.3

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