

	JOB DESCRIPTION QUALIFICATION	Date	10-Oct-2011
		Revision	00
JOB TITLE: SECRETARY - PROJECT	SKILL CODE:	CLASSIFICATION: Skilled	
DEPARTMENT: Administration	REPORTS TO: Department Manager		
JOB SUMMARY: Provide administrative support to the Department Head through conducting and organizing administrative duties such as general clerical works-filing, processing of necessary gate pass, vehicle stickers, permits, etc. and handles all recording, typing of internal and external correspondence, gathering and collating data and proper handling of information.			
PRIMARY DUTIES AND RESPONSIBILITIES:			
<ol style="list-style-type: none"> 1. Prepare office correspondence, lists, charts, memoranda, reports, agendas and take/record minutes of meetings, type from rough draft to final copy and performs distribution. 2. Organize and coordinate meetings, implement and maintain office systems, schedules and appointments. 3. Responsible for maintaining and processing of plant IDs, permits and other workers accesses including vehicles and equipments needed at work sites. 4. Handle incoming documents, maintains and keeps records of all official documents, letters and other related matters to ensure confidentiality and systematic retrieval of information. 5. Sets-up work procedures, databases and maintains filing system, collate information and other materials, reproduction of correspondences or other printed matters are needed. 6. Observes courtesy in answering telephone calls and taking messages and its eventual relay of information to the concerned person. 7. Collects and analyzes data/information for drafting and initiating simple or routine reply. 8. Type variety of correspondence from rough draft, corrected or edited copy as directed, including preparation of reports, time sheets, memoranda and associated document. Corrects error in spelling, grammar or other rules of power practice. 9. Exercise judgment in lay-out and arrangement of work activities. Communicate verbally and in writing to answer inquiries and provide information, liaise with internal and external contacts. 10. Operates Personal Computer (PC) and has knowledge of different soft-wares needed for the job. 11. Performs other duties and assumes other responsibilities as apparent, or as delegated. 			
SECONDARY DUTIES AND RESPONSIBILITIES:			
<ol style="list-style-type: none"> 1. Assist in the preparation of investigation report. 2. Complies with all Company safety procedures and regulations. 			
WORK EXPERIENCE:		OTHER SKILLS AND COMPETENCIES:	
<p>With 5 years work experience as secretary in Oil & Gas, Petrochemical, Refinery or Power Plant Industry, 2 years of those in the processing of plant IDs, accesses, permits, vehicle and equipment stickers, etc.</p> <p>Middle East experience is considered essential.</p>		<p>With proven experience in creating/producing correspondence and proficient in spelling, punctuation and grammar</p> <p>Very good verbal and written communication skills, has attention to details and confidentiality of documents.</p> <p>Familiar with business principles and knowledgeable in planning and organizing,</p>	

		time management, possess interpersonal skills.	
		With traits such as initiative, reliability and stress tolerance.	
ACADEMIC EDUCATION: Preferably University / College Graduate in Business Administration or equivalent experience. Undergraduate of any five year courses can be considered		CERTIFICATIONS:	LICENSES:
TRAININGS:	WORK CONDITIONS: Can work with less supervision and under pressure.		
	OTHER REQUIREMENTS: AGE: MINIMUM – 23 years old MAXIMUM – 40 years old		COMPUTER KNOWLEDGE: Microsoft Office, preferably word and Excel spread sheets, E-mails and other Window-Based applications.
	DRIVING SKILLS: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Physically strong and healthy.		