



	Job Description	Date	
		Revision	
Job Title: SECRETARY			
Department : Administration		Reports To : General Manager	
<p>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.</p>			
<p>Primary Duties and Responsibility:</p> <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. 			
<p>Secondary Duties and Responsibility:</p> <ol style="list-style-type: none"> 1. Assist in the preparation of investigation report. 2. Complies with all Company safety procedures and regulations. 			
<p>Other skills and competencies: With proven experience in creating/ producing correspondence and proficient in spelling, punctuation and grammar Very good verbal and written communication skills, has attention to details and Confidentiality of documents. Familiar with business principles and knowledgeable in planning and organizing.</p>			



Work Experience With 5 years work experience as secretary in Oil & Gas, Petrochemical, Refinery or Power Plant Industry. Middle East experience is considered essential.		
ACADEMIC EDUCATION: Preferably University / College Graduate in Business Administration or equivalent experience. Undergraduate of any five year courses can be considered	CERTIFICATIONS:	LICENSES:
TRAININGS: Completed of an apprenticeship or training as a Hydro jetter at Recognized craft training institute.	WORK CONDITIONS: Can work with less supervision and under pressure.	
	OTHER REQUIREMENTS: AGE: MINIMUM – 23 years old MAXIMUM – 40 years old DRIVING SKILLS: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Physically strong and healthy.	COMPUTER KNOWLEDGE: Microsoft Office, preferably word and Excel spread sheets, E-mails and other Window-Based applications.