



	Job Description	Date	
		Revision	
Job Title: Time keeper			
Department : Accounts		Reports To : Accountant	
Job Summary: <p>Should record the working time of the employee & verify attendance of workers listed on daily spot sheet and be designate Spotter.</p>			
Primary Duties and Responsibility: <p>1) Compiles employees' time and production records, using calculator or computer: Reviews timesheets, work charts, and timecards for completeness. 2) Computes total time worked by employees, using calculator or computer, posts time worked to master timesheet, and routes timesheet to payroll department. 3) May pay employees. 4) May calculate time worked and units produced by piece-work or bonus work employees, using calculator or computer, and be designated Time Checker or Work Checker. 5) May locate workers on jobs at various times to verify attendance of workers listed on daily spot sheet and be designated Spotter. 6) May interview employees to discuss hours worked and pay adjustments to be made and be designated Pay Agent.</p>			
Other skills and competencies: <p>Should be well merge with Ms Office & Fluent in English</p>			
Work Experience <p>At least 4 years experience as a Timekeeper Middle East experience is an advantage.</p>			
ACADEMIC EDUCATION: Minimum Graduate	CERTIFICATIONS: Diploma	LICENSES:	
TRAININGS:	WORK CONDITIONS: Can work under pressure.		
	OTHER REQUIREMENTS: AGE: MINIMUM – 25 years old MAXIMUM – 40 years old DRIVING SKILLS: YES <input 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.	