

# Job Description

<i>Position Title:</i>	HR/Office Administrator, KSA – Oil and Gas Division
<i>Cost Center:</i>	601-100
<i>Work Location:</i>	Dammam, Saudi Arabia
<i>Position Status:</i>	Full Time
<i>Division:</i>	Oil and Gas
<i>Reports to:</i>	General Manager, Authentix Saudi Arabia Limited

## **JOB SUMMARY**

The HR/Office Administrator will rely on knowledge of and experience with a wide variety of general administrative duties in addition to experience with travel arrangements (domestic and international) and executive and human resources support. This job requires a high level of organization, time management, customer service and attention to detail.

## **SUMMARY OF ESSENTIAL JOB FUNCTIONS**

The essential functions of this position listed below are representative of the functions that must be performed to satisfactorily fulfill the purpose of this position. Additional functions and duties may be assigned from time to time.

- Manage the process of obtaining Saudi Aramco identification/access cards and coordinate with Aramco to solve issues.
- Schedule all Aramco required training classes for personnel
- Support Executive team with travel (domestic and international), expense report submittal, calendar, meetings and documentation as needed
- Manage all Saudi Government affairs including, but not limited to: GOSI, Zakat, MOL, Passports and Insurance
- Arrange Invitation letters and attested documents for non-Saudi staff members
- Provide support to Corporate Headquarters Human Resources staff:
  - Resume tracking, interview logistics, coordination of candidate travel (if required) and follow up with hiring managers and candidates after interviews
  - Local assistance with on-boarding new employees (orientation binder and folders, coordinate new employee meetings), including NDA signature
- Arrange air/hotel/car for traveling guests, including some customer interaction
- Assist with visa documentation support and management; and employment verification letters for travel
- Coordinate with Corporate HR on policies related to travel risk
- Manage office expenses

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## KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- Proficient with Word, Excel, Outlook and PowerPoint
- Experience with domestic and international travel arrangements as well as visa processing and letters of invitation, specifically in Saudi Arabia
- Ability to research and summarize information
- Experience with Saudi Law
- Good written and verbal communication skills
- Ability to multi task and manage conflicting demands
- Customer service oriented
- Ambitious, organized, punctual, flexible and approachable
- Ability to maintain confidentiality
- Detail oriented

## SPECIAL REQUIREMENTS

- Must be a Saudi National
- Must be fluent in both Arabic and English

## COMPANY VALUES

All Authentix employees are expected to embrace our Company values in the performance of their respective tasks and duties.

Always with *integrity*.....Authentixians value:

- Teaming and collaboration
- Advancing science and technology - for a better world
- Dedicating ourselves to our clients' success
- Competing and winning in the marketplace