

Job requirements

Job Title	Admin
Hours	8 Hours
Location	Sumoud Al Amidah Co

Description of the job

- Answering incoming calls; taking messages and re-directing calls as required
- Dealing with email enquiries
- Taking minutes
- Diary management and arranging appointments, booking meeting rooms and conference facilities
- Data entry (sales figures, property listings etc.)
- General office management such as ordering stationary
- Organizing travel and accommodation for staff and customers
- Arranging both internal and external events
- Possibly maintaining the company social media accounts
- Providing administration support to Sales Reps, Property Managers and Senior Management

Skills

Microsoft Office and should demonstrate proficiency with Microsoft Word, Outlook, PowerPoint and Excel. Knowledge with Xero can be an advantage.

Frequency guide

- Constant (ongoing, occurs daily)
- Frequent (occurs 1-2 times daily)
- Occasional (occurs 2-4 times per week)
- Infrequent (occurs once per week or less)

Job Access

Driving disability employment



Physical	Essential task y/n	Frequency	Comment
Standing	Yes	Occasional	
Walking	Yes	Frequent	
Sitting	Yes	Constant	
Bending/twisting the back	No	Infrequent	
Bending/twisting the neck	No	Infrequent	
Kneeling/squatting/ crouching	No	Infrequent	
Climbing e.g., stairs/steps/ladders	No	Infrequent	
Reaching forward/sideways >30 cm	Yes	Infrequent	
Working with hands above shoulder height	No	Infrequent	
Lifting/carrying e.g., boxes of folders, reams of paper 5-10kg	No	Infrequent	
Pushing/pulling/dragging	Yes	Infrequent	
Gripping/grabbing	No	Infrequent	
Fine hand coordination	No	Infrequent	
Holding/supporting any object or person	Yes	Occasional	

ISO 9001:2015
ISO 45001:2018



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Environmental	Essential Task y/n	Frequency	Comment
Work in an indoor/outdoor environment	Yes	Constant	
Work at heights	No	Infrequent	
Work in confined spaces	No	Infrequent	
Operation of equipment/ machinery, or work performed in close proximity to moving parts/objects e.g. computer, photocopiers, paper shredder, security swipe pass, printing press machines, kitchen equipment, urn, cutlery	Yes	Constant	
Exposure to noise	No	Infrequent	
Contact with chemicals/ cleaning products e.g. printer toners, car washing cleaners, kitchen cleaning chemicals	No	Infrequent	
Exposure to fumes/dust	No	Infrequent	
Managing security/private information	Yes	Frequent	

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Interpersonal	Essential Task y/n	Frequency	Comment
Interaction with clients/members of the public e.g. face-to-face, answering phones	Yes	Constant	
Dealing with highly emotional/conflict situations	Yes	Occasional	
Dealing with difficult/complex negotiation of a personal nature	Yes	Infrequent	
Working in a team requiring maintenance of relationships/ communication with others	Yes	Constant	
Working in isolation or with limited interpersonal interactions/supervision	No	Infrequent	
Working in a busy environment where time pressures and / or fast work pace may be required with frequent interruptions	Yes	Frequent	
Appearance and grooming, dress standards e.g. office attire, smart casual, uniform, covered shoes	Yes	Constant	

ISO 9001:2015
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