

## JOB DESCRIPTION

Title	<b>Equipment Senior Administrator</b>	Job Classification Number	<b>A 00306</b>
Department /Project	<b>Equipment</b>	Job Family Name	<b>Equipment</b>
Reports to	<b>Equipment Division Manager</b>	Effective Date	<b>01 Jan 2005</b>

**MAIN PURPOSE OF JOB**

To provide effective administrative coordination and support between Equipment Division's corporate and regional operations

**JOB OBJECTIVES**

1. To ensure the effective day-to-day operation of the Equipment Administration section in accordance with the Company 's policies and procedures
2. To lead a team of admin support staff in an effective manner in accordance with the commercial requirements of the business.
3. To maintain a high level of administrative interaction between the Equipment Division, its clients and other Company Departments.
4. To monitor and analyse Equipment Division's regional cost and revenue data, to maintain high profitability.
5. To ensure best value equipment procurement by undertaking Hire vs. Purchase cost impact studies based on local markets and Company 's standard calculation methods

**ESSENTIAL WORK ACTIVITIES**

- Implementing / Coordinating
- Integrating / Coding
- Representing / Selling
- Informing / Discussing / interviewing
- Using Tools / machinery
- Controlling / Directing
- Supervising
- Performing Physical tasks

**SAFETY AND QUALITY RESPONSIBILITIES**

- Maintain standards of safety and comply with Company’s Health, Safety & Environment Management System requirements.
- Take reasonable care of own health and safety and that of others in the workplace.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements

**EDUCATION, SKILLS AND EXPERIENCE**

Essential:

- A Bachelors degree in Business, Economics or Commerce
- Equipment Awareness
- Cost / Income Analysis Techniques
- Supervisory Skills
- Computer Skills

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- Negotiating Skills
- Administration Skills
- Training Skills
- 4 to 6 Years of work experience in a similar position.

Desirable:

- Kuwait Traffic Law
- Client Safety policies
- Company policies and procedures