



Lusail Real Estate Development Company

Health, Safety, Security, Environment, Logistics & Quality
Department

Lusail Operation Safety Procedural Forms/Checklists – Job Description-Fire Prevention Admin Assistant

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Uncontrolled Copy	<input type="checkbox"/>	Controlled Copy	<input checked="" type="checkbox"/>
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COMPANY PROPRIETARY INFORMATION

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Job Description

1. JOB DETAILS:

POSITION TITLE:	FIRE PREVENTION ADMIN ASSISTANT
REPORTS TO:	FIRE PROTECTION MANAGER
DEPARTMENT:	HSSELQ
GRADE:	
PREPARED / REVISED ON:	MAY 2015

2. JOB OBJECTIVE:

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3. JOB DIMENSIONS:

Number of Staff Supervised:	Direct Reports:	None
	Total:	0

4. KEY ACCOUNTABILITIES:

Description	Key Result Areas
<ul style="list-style-type: none"> Conducts admin work including filing and typing, travelling arrangement...etc. 	
<ul style="list-style-type: none"> Arranges meetings and assist the group in any General issues requested by the individual 	
<ul style="list-style-type: none"> Coordinate with all departments for departmental issues. 	
<ul style="list-style-type: none"> Conducts admin work including filing and typing, travelling arrangement...etc. 	

5. COMMUNICATIONS & WORKING RELATIONSHIPS:

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6. QUALIFICATIONS, EXPERIENCE, & SKILLS:

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6. QUALIFICATIONS, EXPERIENCE, & SKILLS:

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8. APPROVALS:

Employee :

_____	_____
Signature	Date

Senior Dept. Manager:

_____	_____
Signature	Date

HSSEL Director:

_____	_____
Signature	Date

HR Manager:

_____	_____
Signature	Date