

Lusail Real Estate Development Company

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

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

| Document No | LUS-HSE-FM4-441-025.00 | Rev | 0 |
|-------------------|------------------------|------|-------------|
| Uncontrolled Copy | Controlled Copy x | Date | 01-May-2015 |

COMPANY PROPRIETARY INFORMATION

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Amendment Record

This document is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

| Rev .No | Description / Comments | Prepared By | Checked By | Approved By | Issue Date |
|---------|-------------------------------|----------------------|------------------------------|-------------|-----------------------------|
| 0 | | HSE Working Group | Michael Ford Michael Ford | Uwe Krueger | 1 st May 2015 |
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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: | | | | |
| 3. JOB DIMENSIONS: | | | | |
| Number of Staff Supervio | a al i | Direct Reports: | None | |
| Number of Staff Supervis | ea: | Total: | 0 | |
| 4. KEY ACCOUNTABILITI | ES: | | | |
| Description Key Result Areas | | | | |
| Conducts admin work arrangementetc. | includ | ding filing and typing, | travelling | |
| Arranges meetings ar issues requested by th | | | General | |
| Coordinate with all dep | artme | ents for departmental is | sues. | |
| Conducts admin work arrangementetc. | includ | ding filing and typing, | travelling | |
| 5. COMMUNICATIONS & V | VORK | ING RELATIONSHIPS | S: | |
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| | | | | |
| 6. QUALIFICATIONS, EXP | ERIEI | NCE, & SKILLS: | | |
| 6. QUALIFICATIONS, EXP | ERIEI | NCE, & SKILLS: | | |

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| 6. QUALIFICATIONS, EXPERIENCE, & SKILLS: | |
|---|----------|
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| 8. APPROVALS: | |
| Employee: | |
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| Signature | Date |
| Senior Dept. Manager: | |
| | |
| | |
| Signature | Date |
| HSSEL Director: | |
| | |
| | |
| Signature | Date |
| HR Manager: | |
| | |
| Signature | Date |
| Signature | Date |

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