
Position Title : Administration Manager

Reporting to: Technical Director

Part 1 – Job Overview

To manage and lead the Admin Team and ensure that all assigned functions to each team member are properly performed, executed and delivered within time frames. The Admin Manager should be able to set goals, objectives; JD's and designs the KPI's for Admin staff, and assures harmonization with the business objectives.

Part 2 – Main Duties & Responsibilities

Overall objective is to ensure:

- Perform a wide variety of administrative and program support activities.
- To coordinate the day-to-day management of supplies, equipment, and facilities for the organization, as appropriate, to include maintenance, inventory management, logistics, security, and related activities.
- Handle correspondence and general administration.
- Ability to assist & continue developing work and a drive to work under pressure.
- Manage active team of Admin staff.
- Manage maintenance and insurance contracts of the company premises and assets.
- Office supplies and consumables.
- To ensure clean, uniform, well organized and tidy work place
- Pleasant and comfortable treatment of visitors
- Prompt and professional handling of all Visitors and Phone-Calls
- Clear communication and archiving policy for all incoming & outgoing correspondence and other documents (Electronic and paper based), announcements and circulars
- Manage the outsourced services (Security, Cleaning, Canteen... etc)
- Other duties as assigned.

Part 3 – Work Location

Damascus –Abo – Al Shamat Plant.

Part 4 – Personal Specifications

- Education:** University degree and/or related education
- Experience:** At least 3 years relevant experience in managerial position
- Knowledge, Skills, and Abilities:**
- ❖ Good English communication skills
 - ❖ Knowledge of computer based systems (MS Office)
 - ❖ Highly organized, structured and able to work independently
 - ❖ Attention to detail, with high level of communication skills
 - ❖ Ability to work in the changing environment
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Administration Manager Signature

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Date