

Job Description for: Admin Asst

Jobcode	Selection Dt	Review Date	Job Suffix	O/T Class	Job Grade
20000770	05/21/2007	06/01/1987	I	1	008

9000 Basic Function
GIVE BRIEF SUMMARY OF THE PRIMARY PURPOSE(S) OF THE JOB.

Performs a wide variety of clerical and administrative duties for an individual or group of individuals.

9001 Scope
INDICATE AS APPROPRIATE SIZE, GEOGRAPHIC AREA, PLANT EQUIPMENT THROUGHPUT, ORGANIZATIONS SERVED, FINANCIAL RESPONSIBILITY, AUTHORITY, AND SUPERVISION RECEIVED, WHICH RELATE TO THE JOB.

The Administrative Assistant is usually assigned to handle all the clerical and administrative duties for a Department or a Division Head. Responsibilities involve handling correspondence, records and filing, telephone calls and reception duties, analyzing and summarizing data & statistics, and other related duties as required. Effective performance requires a thorough understanding of Aramco's clerical procedures and policies, as well as an understanding of the operations, procedures and policies of the functional area. In addition the ability to handle confidential material and information is also necessary. Some applications of the position may require work direction of lower graded clerical personnel. Occasional applications of the position may not require that the Administrative Assistant reports to a Department or Division Head though examples of these are exceptional and limited. The Manager or Division Head is usually available for consultation on work priorities and particular problems, but routine matters are handled independently with a minimum of supervision. The job is utilized in all areas of Company Operations ranging from Drilling and Producing to Medical, Planning and other technical areas. The work is often of a confidential nature and requires discretion in its handling.

9002 Principal Contacts
INCLUDE PURPOSE, FREQUENCY AND SIGNIFICANCE TO SAUDI ARAMCO.

Internal: Daily, with all levels of personnel having dealings with the individual or group to whom assigned to receive and

give information.

External: Regularly with Industrial Relations, Finance, Materials Supply and other service organizations to receive or provide information, or resolve procedural or policy problems.

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9003 Principal Duties

DESCRIBE CONCISELY EACH PRINCIPAL WORK ACTIVITY LISTED IN A LOGICAL ORDER; NORMALLY, THE ORDER WILL BE TO LIST THE MOST IMPORTANT DUTY FIRST. INCLUDE IMPORTANT DECISIONS AND RECOMMENDATIONS MADE, IF APPLICABLE. FOR SINGLE APPLICATION JOBS INDICATE APPROXIMATE PERCENT OF TIME SPENT ACCOUNTING FOR AT LEAST 75% OF TOTAL TIME. START SENTENCES WITH ACTION VERBS. PLEASE INDICATE THE PERCENTAGE OF TIME AGAINST EACH PRINCIPAL DUTY.

Performs all or a selection of the following duties:

- A. Receives incoming mail, sorts, logs and distributes as requires. Receives outgoing mail, logs and distributes.
- B. Types all kinds of correspondence, reports, and Aramco forms using typewriters or word processing machines. Simple letters may be self-composed, more complex transcribed from handwritten drafts or from dictating machines.
- C. Receives telephone calls and visitors. Gives answers to routine questions or takes messages. Refers other matters to appropriate personnel.
- D. Prepares various statistical reports, data analyses and summaries using financial, planning and programs, statistical or other reference data as source material.
- E. Creates and maintains filing systems, records, and indices, including files of a confidential nature. Keeps reference files and policy manuals up-to-date by adding and deleting obsolete information.
- F. Operates a personal computer, TSO or similar equipment as required to satisfactorily perform work assignments.
- G. Maintains times cards assuring adherence to Company policy.
- H. Arranges travel itineraries, ticket reservations, travel advances and and ticket purchases as required.
- I. Maintains office supplies as necessary.
- J. Provides work direction to lower classified employees as required.
- K. Operates reproduction machines, omnifax machines, microfilm equipment and other office machines as required.
- L. Performs any other clerical or miscellaneous duties as requested by the supervisor.

9004 Minimum Requirements

A- EDUCATION - DEGREES AND/OR LICENSES REQUIRED; B- PREREQUISTE WORK EXPERIENCE IN ADDITION TO EDUCATION; C- OTHER.

A. Completion of Phases 1, 2 & 3 of the ITC Clerical Training Program. Completion of: E6B, MB, BBS, EK2, PC 1 & 2. Must be certified using AJTS.

- B. Five years experience in the clerical field.**
- C. Ability to type in English at 45 net words per minute at 85% minimum accuracy.**
- D. Many applications of the job require the ability to operate a word processing machine or personal computer. This will require that the relevant Aramco courses are taken.**

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