

TG-HR-JD-Form No. 010

## JOB DESCRIPTION

Employee's Name	xxxxxxxxxxxxx	
Job Title/Position:	Corporate Business Support Assistance	
Appointment by:	HRD & AS Director	Term : 3 years ( <i>can be renewed based on company needs</i> )
Employment Contract type:	Fixed Term Contract	

Current Job Grade	.....
Current Team/Dept/Unit	HRD & AS Unit
Reporting to	Director of HRD & AS unit
Qualification and Training or Experiences	Bachelor degree in Management/Business Administration, or other relevant field; Minimum 2 years of work experience in Human Resources, Administration or in any relevant field.
Knowledge and Skill (Competences)	<b>Technical Knowledge &amp; Skills:</b> Knowledge of oil and gas corporation, business management processes and corporate plan organization; has knowledge and skills of modern office, industry technology and tools such as proficiency in computers (e.g Ms Word, Excels, Power Point, and specialized programs such as SAP or ERP, etc). <b>Communications skills:</b> <ul style="list-style-type: none"><li>• Verbal : Good and effective</li><li>• Written: Good and efficient</li></ul>
Personal Attributes/quality	Teamwork spirit, trustworthy, responsible, honest, assertive, positive leadership skills, purposefulness, attention to details,

	focus, high organized, communication skills and high interpersonal skills.
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### 1. Role:

Corporate Business Support Assistant

### 2. Responsibilities:

#### **2.1 Key responsibilities:**

- Support corporate plan under Human Resources Development and Administration Support Unit
- Assist preparation and responsible for organizing meetings for HRD & AS unit when requested;
- Maintain and update correspondence register for incoming and outgoing letter and file accordingly.
- Organize a filing system for important and confidential company documents
- Keeps and maintains good record and filing system both hard and soft copies of all meeting proceedings;
- Arranging meeting and workshop, both internal and external;
- Takes minutes of meetings and drafting for circulation and reviews;
- Maintain and administer electronic documents registry;
- Contributes to a regular discussion of the unit work process and improvement necessary and, when relevant, prepare the policies and procedures to be submitted for approval;

## 2.2 Other Regular Tasks

### Travel:

- Book and manage tickets and itineraries, arrange and organize accommodation, visas requirements, passports, transportation and other assistance needed by management and employees for travelling and also during travelling;
- Responsible for inbound and outbound travel arrangements for TIMOR GAP, E.P. events, meetings, official business travel for the TIMOR GAP, E.P. employees;
- Assist and advice TIMOR GAP team on travel information and helping them on selecting the best travel plan and schedule according to the needs;
- Manage and administer all travel through Movement Request Form (MRF);
- Maintain and ensure proper filling for all travel documents records for audit purposes;
- Seek the best airfare of the day ensure that corporate rates applied for accommodation;
- Ensure all travel arrangements and related costs are properly approved by relevant head of unit or Budget Holders;
- Reconciliation of travel reports;
- Assist finance department and other department in budgeting for various meetings and events;
- Any other duties related as required by management team;

### 3. Authority:

- To approve any travel arrangements in the absences of Director HRD & AS unit
- To cancel any travel arrangements if it's not aligned with TIMOR GAP's travel policies and procedures.

### 4. Accountability:

- Accountable to assist all HR Matter are based on Oil and Gas standard best practices;

- Accountable to assist and administer TIMOR GAP procedures to ensure that the HR Department runs smoothly.
- Accountable to assist Manager HR and HR team staff activities and progress;