

JOB DESCRIPTION		MNL/HRS/KLH/6001			
		ISSUE	REVISION	DATE	
APPROVAL OFFICE:	HRA	WAS	01	0	30/8/2017

Position Title:	Protégé Fleet Asset Executive	Job Grade:	
Division:		Department/Unit:	FAD

A. JOB DESCRIPTION:

(Helps to define purpose of job)

To assist administration of Fleet Asset Department together involvement on going projects. You will be reporting to the General Manager Fleet Asset.

B. KEY RESPONSIBILITIES:

(Functions of positions – please provide 3 to 8 key accountabilities)

1. Assist and administer projects as appropriate to meet the changes and requirements.
2. Prepare department monthly reports.
3. Manage to document the meeting proceedings for reference and future action (minute of meetings).
4. Assist in departmental annual budget preparation and annual accruals.
5. Develop and maintain well-organised filing system (paper and/or electronic) that permits easy reference and retrieval of information.
6. Take initiative on requests and inquiries of an administrative nature.
7. Assist with administrative tasks (such as action plan management, prioritisation, status tracking and assist in preparing presentation material utilization of PPT / Excel and project management tools.
8. Perform additional duties of an administrative nature as and when required.
9. Must be flexible to support across international time zones.
Perform additional duties as and when required.

Note – Further duties and responsibilities in line with the job function may be added from time to time

C. JOB SPECIFICATIONS

(Minimum requirement to competently perform the job, NOT the specifications of the person currently holding the position)

Academic qualifications & professional certificates	<i>Essential</i>	<ul style="list-style-type: none"> • A degree, or equivalent education, training and experience
	<i>Preferred</i>	<ul style="list-style-type: none"> • A degree in Administrative or Management field, or equivalent education, training and experience in Aviation Industry
Experience / exposure	<i>Essential</i>	<ul style="list-style-type: none"> • No prior experience required.
	<i>Preferred</i>	<ul style="list-style-type: none"> • Administration or Management experience

D. COMPETENCIES

Knowledge & skills required	<i>General</i>	<ul style="list-style-type: none"> • Strong report and presentation experience • An excellent grasp of English usage, spelling, grammar and punctuation • Knowledgeable and proficient use of computer including practical experience with Microsoft Office
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		<p>products including Word, Excel, Power Point and Internet research skills</p> <ul style="list-style-type: none"> • Able to balance a varied and demanding workload • Excellent written and verbal communication skills • Must be very organised and able to prioritise tasks, work under pressure and meet deadlines • Must be self-motivated, show initiative and demonstrate sound judgment • Must have a diplomatic disposition, and be professional, efficient and discreet • Comfortable working with financial data • Posses valid Malaysian Driving licence.
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	<i>Technical</i>	Not Required as Training will be given
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Personal Attributes	<ul style="list-style-type: none"> • Must possess excellent inter-personal skills and the ability to work well with all levels of internal management • A passion for life • Analytical Thinking: The ability to analyse problems logically, to think laterally, to spot trends, possible consequences and determine appropriate action. • Professionalism: Strives to follow a clear code of personal, business or ethical values so that individuals, situations or issues are handled with integrity. • Continuous Learning: A strong personal commitment to self-development resulting to establishing and enhancing a high level of expertise and knowledge related to your functional area that adds value to the quality or quantity of your work. • Attention to Detail and Quality: The ability to consistently produce error – free output; concerned with maintaining high standards of accuracy and quality. • Cost Orientation: The drive to reduce costs.
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E. KEY CHALLENGES

<ul style="list-style-type: none"> • Critical / Challenging: The ability to improve by critically examining how it's done and introduce better alternatives. • Initiative and Commitment: The tendency to act in a self – directed way, by taking action before being directed or forced by events; to seize opportunities, probe for in-depth
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information and deliver significantly more than the minimum required, whilst protecting safety, health and long – term objectives.

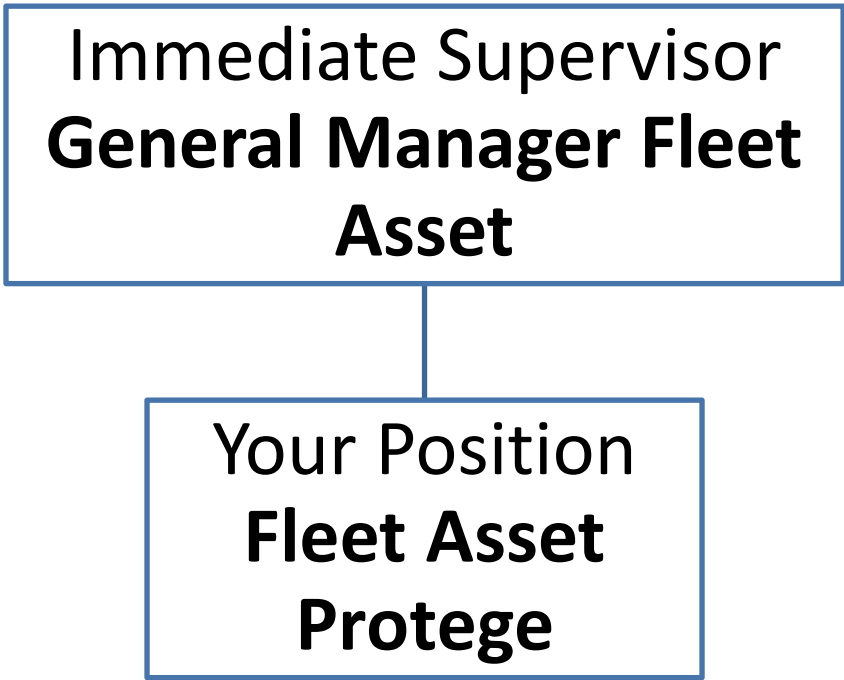
F. DIMENSIONS / AUTHORITY LIMITS

(e.g.: CAPEX, OPEX, revenue / budget)

N/A

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G. REPORTING STRUCTURE
(Direct report / superior / peers within department)



APPROVED BY:		ACCEPTED BY:	
Signature :		Signature :	
Name :		Name :	
Date :		Date :	