

POSITION DETAILS	
Position Title	Corporate Services Specialist
Division	Corporate Services
Department	Ras Al Khaimah Department of Knowledge

#### Role Purpose

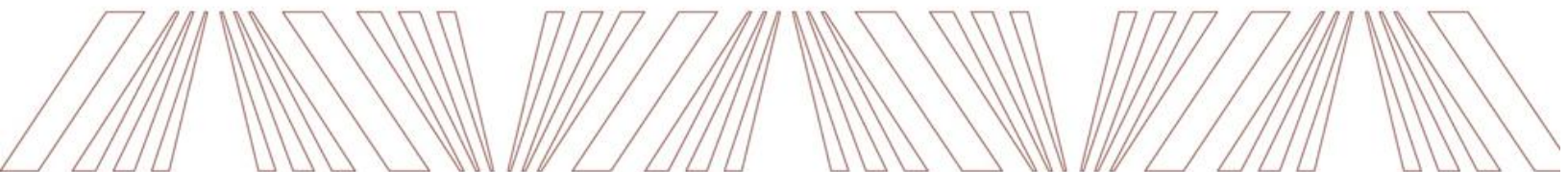
- The Corporate Services Specialist is responsible for supporting the delivery of procurement, administrative, and financial processes to ensure the smooth and efficient operation of the internal services. The role will assist in managing procurement transactions, maintaining petty cash records, and supporting in key functions such as budget preparation. This role will contribute to the overall effectiveness of the corporate services function and provide administrative support to the Executive Director (as needed).

#### Key Responsibilities

- Coordinate the Procurement process by preparing procurement requests and contacting vendors to request quotations.
- Follow up on the timely delivery of the goods/services requested and processing goods receipts in the SAP system while maintaining proper documentation for audit and reporting purposes.
- Process parking invoices and coordinate invoice posting with the Department of Finance while maintaining proper documentation for audit and reporting purposes.
- Handle petty cash requests and disbursements, and ensure recording of invoices in the SAP system
- Support in the budget preparation by gathering relevant operational data and contacting vendors to request quotations for budgeting purposes.
- Provide administrative support to the recruitment and onboarding process and induction programs for all new staff.
- Support in responding to staff inquiries and requests and ensuring timely follow-up to enhance employee satisfaction and operational efficiency.
- Assist in the performance management process by providing the necessary support to staff and following up on the completion of the performance management process stages in the Mawaredna system.
- Coordinate training and development requests by liaising with training providers, managing attendance and feedback forms, and maintaining records of employee participation to support continuous learning initiatives.
- Provide administrative support to the Executive Director (e.g. official letters, meeting minutes, meeting Agendas, support with presentations)
- Support with the organisation of workshops and events for the Department

#### Profile

- Education:** Bachelor's degree in Business Administration, Finance, Supply Chain Management or any related field
- Experience:** 1–3 years





- **Languages:** Fluency in Arabic and English (verbal and written)
- **Systems:** Working knowledge of SAP systems and Microsoft Office

## **Competencies**

### ***Behavioural***

- Excellence in performance and outcomes
- Active communication
- Creativity, innovation and problem solving
- Customer focus
- Team spirit
- Organizational and ethical awareness

### ***Technical***

- Microsoft Office 365
- SAP System

